

# City of Menifee



## Menifee Outdoor Athletic Facility/Picnic Shelter Reservation Application

### General Use Governing Use of Facilities

- Facility Use Applications will be approved by the Community Services Department (CSD) and confirmation returned to you as soon as possible. In accordance with City Ordinance No. 2014-146, a Special Event Permit application may be required. A separate Outdoor and Athletic Field Use Application must be used for each request.
  - When the use of facilities will not conflict with the City's operations, programs, activities, maintenance schedules or projects, facilities may be available for use by individuals or groups; exceptions may include City observed legal holidays.
  - It is the general policy of the CSD that facilities be used primarily by non-profit groups and individuals for community recreation activities, regardless of race, color, creed, national origin, religion, sex, economic status, or are of residence in the City of Menifee of said group(s) and/or individual(s).
  - The CSD reserves the right of full access to activities at all times to see that rules, regulations and City and State laws are being complied.
  - Fees may be required to rent any portion of a facility and to offset utility costs incurred. All charges will be based on the dates and times indicated on your request and are due upon application approval or invoice. Cancellations or deletions must be submitted in writing within one week. Approved refund requests for prepaid fees, where applicable, will be processed within thirty-(30) days of receipt of written request.
  - A separate payment for refundable clean up and/or key deposit may be required, where applicable. Penalties will be assessed for the duplication of issued keys.
  - City organized activities shall have priority use over all requests. When possible, neither user shall interfere with the other's use. Sufficient prior notification of canceled requests will be given by the City when possible.
  - If you have equipment stored at the facility, it is your sole responsibility to obtain insurance coverage to protect yourself from theft or damage. This is not covered by the City of Menifee.
  - Applicant(s) and party members must adhere to rules and regulations governed by the City (reference City Park Ordinance No. 2014-146). Failure of adherence to such rules may result in suspension of use or ejection from the facility.
  - No amplified sound is permitted.
- Initial**
- **Alcoholic beverages prohibited unless prior approval as a condition of a Special Event Permit.** \_\_\_\_\_
  - **Motor vehicle use is prohibited on surfaces other than those maintained and specifically designated for that purpose (reference City Park Ordinance No. 2014-146). NOTE: If motor vehicles are found on prohibited surfaces, \$50 will be deducted from the Permit Deposit.** \_\_\_\_\_
  - **Bounce Houses are allowed with prior approval with a picnic shelter reservation. Bounce House Vendors must provide a City Business License and Proof of Liability Insurance.** \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

City Group #:  I  II  III  IV  V  VI (See Fee Schedule for Group Definitions)

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Date(s) Facility Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Will be Used:  One Time  Monthly  Other **\*\* FOR LEAGUE RECURRING RESERVATIONS, PLEASE PROVIDE SEPARATE SCHEDULE**

Day(s) of the Week (Check):  Sun.  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.

Hours of Use: From: \_\_\_\_\_ To: \_\_\_\_\_

**Facility Requested: (Field Facilities)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Audie Murphy Ranch<br>Ball Diamond        | <input type="checkbox"/> Audie Murphy Ranch<br>Multi-Purpose Field | <input type="checkbox"/> La Ladera Park<br>Multi-Purpose Field |
| <input type="checkbox"/> E.L. Peterson Park<br>Multi-Purpose Field | <input type="checkbox"/> La Ladera Park<br>Ball Diamond            |  |
| <input type="checkbox"/> Lyle Marsh Park<br>Multi-Purpose Field    | <input type="checkbox"/> Nova Park<br>Multi-Purpose Field          |  |

**Facility (Park Site) Requested: (Picnic Shelter Facilities)**

- |   |   |
|---|---|
| <input type="checkbox"/> Rancho Ramona Park | <input type="checkbox"/> Audie Murphy Ranch |
| <input type="checkbox"/> E.L. Peterson Park | <input type="checkbox"/> Nova Park          |
| <input type="checkbox"/> Spirit Park        |   |

Shelter Number(s) #: *See Park Map(s)*

- 1    2    3    4

Shelter Size:  Large    Small

Number of Shelters: \_\_\_\_\_

Purpose or Type of Use: \_\_\_\_\_

Special Arrangements Requested: \_\_\_\_\_

Special Equipment/  
Information:

- Bounce House Requirements (City Business License and Proof of Liability Insurance)  
 Special Event Form  
 Other: \_\_\_\_\_

Hold Harmless Agreement:	Insurance Requirements:
<p>Facility user hereby agrees to indemnify, defend and hold harmless City of Menifee, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities, but the facility user shall not be liable for any claims, damages, losses and expenses caused by the sole negligence or willful misconduct of the City of Menifee. Permittee shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Premises. Permittee agrees to protect and save harmless the City, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Permittee's failure to comply with this requirement.</p>	<p>Facility user shall provide a Certificate of Insurance evidencing general liability insurance is currently in force with limits not less than \$1 million per occurrence. Additionally, facility user shall provide an endorsement naming City of Menifee, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of 7 or better.</p>

I have read the rules and regulations relating to use of facilities and accept responsibility for meeting the requirements stated herein.

**AUTHORIZED SIGNATURE**

**OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Office Use Only:	
Fee(s):	
Light Use Fee(s):	\$ _____
Electric Use Fee(s):	\$ _____
Additional Fee(s):	\$ _____
Total Fees Due:	\$ _____
Due Date:	_____
Terms of Payment:	<input type="checkbox"/> Pre-Paid <input type="checkbox"/> Invoice
Comments: _____	
Approved By: _____	Date of Approval: _____
Receipt No.: _____	By: _____
cc: <input type="checkbox"/> Maintenance Dept.	<input type="checkbox"/> Other: _____

**CITY OF MENIFEE  
COMMUNITY SERVICES  
FACILITY AND FIELD RENTAL FEES**

		CITY SPONSORED	RESIDENT NON-PROFIT YOUTH SPORTS	RESIDENT NON-PROFIT CIVIC/SOCIAL	RESIDENT NON-PROFIT OTHER	COMM. RESIDENT/ NON-RES NON-PROFIT	NON-RESIDENT COMMERCIAL
	DEPOSIT	I	II	III	IV	V	VI
<b><u>KAY CENICEROS SENIOR CENTER</u></b>							
ROSE OR IRIS CLASSROOM (16 CAPACITY)	\$50	\$0	\$20/HR	\$20/HR	\$20/HR	\$40/HR	\$40/HR
MAGNOLIA ROOM (60 CAPACITY)	\$100	\$0	\$25/HR	\$25/HR	\$25/HR	\$50/HR	\$50/HR
PALM MULTIPURPOSE ROOM (150 CAPACITY)	\$200	\$0	\$40/HR	\$40/HR	\$40/HR	\$70/HR	\$70/HR
KITCHEN	\$100	\$0	ADD'L \$100	ADD'L \$100	ADD'L \$100	ADD'L \$100	ADD'L \$100
2 HOUR MINIMUM FOR MAGNOLIA AND PALM ROOMS							
ADDITIONAL \$200 DEPOSIT REQUIRED WITH ALCOHOL USE							
CITY STAFF REQUIRED FOR SET UP/TEAR DOWN OR ROOM ATENDANTS WILL BE BILLED AT THE ACTUAL HOURLY RATE.							
<b><u>ATHLETIC FIELDS</u></b>							
BALLFIELD OR MULTI-PURPOSE FIELD	\$50/FIELD	\$0	\$5/HR	\$10/HR	\$10/HR	\$15/HR	\$20/HR
FIELD LIGHTS (IN ADDITION TO FIELD RENTAL FEE)	N/A	\$0	\$10/HR	\$10/HR	\$10/HR	\$20/HR	\$20/HR
<b><u>PICNIC SHELTERS</u></b>							
SMALL	\$20	\$0	\$5/HR	\$5/HR	\$5/HR	\$10/HR	\$15/HR
LARGE	\$20	\$0	\$10/HR	\$10/HR	\$10/HR	\$15/HR	\$20/HR
2 HOUR MINIMUM							