



100 South Second Street / P.O. Box 337

McFarland, CA 93250-0337

Ph: (661) 792-3187 / Fax: (661) 792-6846

www.mcfarlandrpd.com

"Dedication to the Quality of Community Life"

**FACILITY RENTAL APPLICATION MOUSER CENTER & PATIO**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

PHONE: HM: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

PRIVATE: \_\_\_\_\_ SCHOOL (Name): \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_ TOTAL HRS: \_\_\_\_\_

NUMBER OF PERSONS ATTENDING: \_\_\_\_\_ PURPOSE OF RENTAL: \_\_\_\_\_

User agrees to be solely responsible for all liability, claims, loss, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the district's facilities. User agrees to defend, indemnify, and hold harmless the district, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the district's facilities.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RENTAL CHARGES**

**All Rental's Require a \$200.00 Deposit \*Minimum of 2 hours\***

**In District**

**OUT OF DISTRICT**

Private \$150.00 per hour

\$175.00 per hour

Nonprofit \$125.00 per hour

\$150.00 per hour

**\*\*Any rescheduling/cancellation requires paying \$20.00 administrative charge\*\***

**OFFICE USE ONLY**

Rental hours: \_\_\_\_\_ x \_\_\_\_\_ Total rental fee: \_\_\_\_\_

Total rental charges: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date paid: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_ Refund date: \_\_\_\_\_ BY: \_\_\_\_\_

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## MCFARLAND RECREATION AND PARK DISTRICT

### FACILITY RENTAL APPLICATION

McFarland Recreation and Park District facilities are available to the public for private as well as nonprofit organizations.

1. In order to secure a date to rent facility, applicant must be 18 years of age, Application must be completed and signed by an **adult**, and be submitted with **FULL PAYMENT**.
2. Rental of any MRPD facilities for political purposes will be denied.
3. Application must be submitted at least 10 working days prior to date requested **No Exceptions**. A \$20.00 administrative fee will be deducted for cancellations less than 5 working days prior to date reserved. All applications submitted are subject to approval or disapproval by District administration.
4. Rental of the Mouser Center will include Dining/Meeting Room, Kitchen, Restrooms, and Patio (if requested), and use of District tables and chairs (not to be removed from premises). Please keep in mind that not all tables and chairs we have might be available for you the day of rental. **Patio rental will not include access to Mouser Center or their restrooms. Note: Maximum capacity of Dining/Meeting Room is not to exceed 230 for assembly and 105 dining.**
5. Be sure to be thorough in the amount of time requested. Allow enough time to set up, have your function, and leave facility clean. **The facility will not be opened before the time that you request. THERE ARE NO REFUNDS FOR ANY UNUSED PORTION OF RESERVED TIME.**
6. Smoking is not allowed inside the facility. Alcoholic beverages are not allowed on the district premises. The responsible person is the one who signs this contract. They are responsible for enforcing the "no alcohol-smoking rule." If it is found that the renting party consumed alcohol, a minimum fine of \$100.00 will be subtracted from deposit, and a one (1) year suspension of any facility rental would be applied. This policy includes all adult teams/ programs.
7. Applications for on going regular meetings will be acceptable upon District approval with at least 10 working days notice (District programs take precedent and scheduling conflicts that may arise). Applications may be made for a 3-month period with full payment due at the time the application is submitted. **No Exceptions.**
8. Applications for religious (sectarian worship or instructional purposes) functions to be held on a regular basis will be denied.
9. The person signing the application is responsible for setting up equipment, dismantling it and leaving the facility in good clean order (vacuum/mop/bag and dispose of all garbage). If facility does not pass inspection, the district will deduct cleaning and/or repair expenses from the deposit as needed. Refundable deposit is available for pick-up after your rental. If deposit check is not picked up it will be shredded within 5-10 working days following rental. In addition, applicant is also responsible for those persons attending and any damage that may be incurred by them. Any damage to the facility or

equipment or contents of facility will be assessed, and an appropriate dollar amount will be either withheld from the deposit or charged separately if needed.

10. **Required Insurance:** The McFarland Recreation and Park District will require a minimum \$1,000.00 dollar Liability Insurance policy from any individual, organization or other public agency that uses the district facilities for any type of tournament, sports league or organized activity that requires any entry fee to participate. In addition, the MRPD may require a minimum \$1,000.00 dollar Liability Insurance Policy on any facility rental as determined by District staff, must provide the district with a certificate of Insurance naming the McFarland Recreation and Park District as Additional Insured. The district must receive the Certificate of Insurance before the event can take place.
  
11. **POLICY ON OUT – OF – DISTRICT FEES FOR FACILITY USERS:** McFarland Recreation and Park District will charge an additional 25% on all Facility Rentals to Out-of-District persons. Out-of-District shall be interpreted as any person who does not reside within the McFarland Recreation & Park District boundaries.

Any individuals or group not abiding by these policies may be denied future use of the McFarland Recreation and Park District facilities.

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I have read the policies set forth by the McFarland Recreation and Park District and will see that they are enforced to the best of my ability.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date