



# City of Rio Vista

One Main Street—Rio Vista, CA 94571  
(707) 374-6451 Ext. 1106  
www.riovistacity.com



## Short Term Facility Use Application & Permit

### Applicant Information

Location: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Hours of Reservation: \_\_\_\_\_

Description of Event: \_\_\_\_\_ # in Attendance: \_\_\_\_\_

Rental Applicant: \_\_\_\_\_ Organization: \_\_\_\_\_  
*First Name Last Name*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ Phone: \_\_\_\_\_  
*City State Zip Code*

Phone—work/cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check applicable boxes:  Individual  Organization Non-Profit #: \_\_\_\_\_

Band, DJ, or Amplified Sound?  Yes  No May require Noise Permit.

Alcoholic Beverages Served?  Yes  No May require Alcohol-Use Permit.

Need to purchase liability insurance?  Yes  No

### Office Use Only

Facility Rental: \$ \_\_\_\_\_ per hour X \_\_\_\_\_ hours AMOUNT DUE: \_\_\_\_\_

Required Refundable Deposits: Cleaning Deposit \$500 Key Deposit \$50 AMOUNT DUE: \$550

( Please make deposit with separate check) TOTAL AMOUNT DUE: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Initials: \_\_\_\_\_ Copy to Facilities: (1) \_\_\_\_\_ Finance (1) \_\_\_\_\_ Renter (1): \_\_\_\_\_

Refund/Deposit Payable to: \_\_\_\_\_

Amt. Refunded: \_\_\_\_\_ Date of refund: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Refunded by: \_\_\_\_\_

### Disclaimer and Signature

*I have read, I understand, and I will comply with all information on this application and information contained on the reverse side.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Rio Vista

## Temporary Use of Short Term Facilities

Your reservation is valid only for the date, time and location specified by the attached permit. Reservations are not posted at the sites. The attached permit entitles you to the area; you must have it with you on the date of your reservation. Should a conflict arise, present your use permit to the other group. If a conflict cannot be resolved with your permit, please call our office at 374-6451 ext. 1106. If conflict arises after hours or on a weekend, please call the Police Department at 374-2300.

## General Rules and Information

1. Applications and deposits for City facilities will only be accepted at City Hall. Reservations can be made 2 months in advance and no later than 14 days prior to your event. A \$500 cleaning/damage deposit is required to reserve a facility. This deposit is refundable if the facility is left clean and in order. You can expect your returned deposit within 5-7 business days.
2. If reservation is cancelled by renter, the cancellation **must be one week prior** to reservation date or rental fees will be forfeited. Deposits will be refunded, less \$10 administrative fee.
3. All fees are subject to change July 1st of each year. You will be required to pay any additional amount.
4. All fees and deposits must be paid **one week prior to the reservation date**. If payment is not received by the due date, the reservation will be cancelled.
5. If a key is issued, all locks must be secured and keys returned to the Department of Public Works the next day. Keys may be dropped in the outside Deposit Box after hours or on weekends. Deposits will be refunded after the facility is checked.
6. Any group charging a fee must obtain a business license from the Community Development Department, 374-6451 ext. 1122. Amplified sound outdoors requires a noise permit from the Police Department, 374-6366. Selling of food items must be approved by the Solano County Department of Environmental Management. Serving of alcohol must be approved by County Alcohol and Beverage Control. All permits (ABC License, Noise Permits, etc.) are to be submitted a **minimum of 20 days prior to the date of the event**.
7. Special equipment being used by the renting group must be noted and approved.
8. Rental time period must include all set-up time, decorating time and clean-up time. The facility must be vacated at the time specified on the application.
9. City equipment may not be removed or altered under any circumstance. All grounds, including tables, must be cleaned free of debris.
10. Any damage to the rented area is to be reported to the Department of Public Works the following business day.
11. There is no smoking in City Facilities.
12. Barbeques are allowed only in designated areas or on paved surfaces.
13. Groups must provide the City with proof of \$1,000,000 liability insurance, naming the City of Rio Vista additionally insured. The City is not responsible for damage or claims of personal injury or death, or claims for damage or loss of property incurred in any City facility or park.
14. Individuals or organizations granted use of a facility will be held responsible for any loss or damage caused by such use.
15. Nothing may be stored or left in the facilities prior to or following an event.
16. Decorations must be removed when the group leaves the rented facility.
  - Duct tape, nails, screws, tacks, and staples on walls, woodwork or windows is prohibited. Clear packing tape may be used.
  - At no time shall exits be covered or obstructed. Candles or other open-flame devices are prohibited.
17. Posters or any other publicity must be approved by the City in advance. Do not give out the City's phone number on any publicity. Unapproved publicity may be cause for cancellation.
18. A facility rental will not be granted under the following conditions:
  - Insufficient Notice: When staff cannot be scheduled, when a facility cannot be prepared, or other conditions cannot be completed in time between the date of request and the date of the proposed event.
  - Hazardous Activities: When activities of a hazardous nature endanger persons or property.
  - Prior Circumstances: When applicant has mistreated a park/facility or violated park/facility use policies during a prior event.
19. The number of persons in any assembly area may not exceed the number which is posted designating occupant load.
20. Cancellation of your reservation by the City will occur if:
  - The application is found to contain false or misleading information; the proposed use would be detrimental to the health, safety, general welfare, efficient operation of the City park/facility; Any individual, group, member or guest willfully or through gross negligence, mistreat the staff, equipment, park, facility, or violate state or local ordinance; renter fails to pay all rental fees and deposit by due date; If renter defaults on or has not completed all conditions and requirements for use of the park/facility; If the park/facility is needed for emergency use; Circumstance arising from natural disasters, power outage, or other unusual situations beyond the City's control; Failure to obtain required permits.

## Facility Use Permit

Facility \_\_\_\_\_

Name \_\_\_\_\_

Permit Date \_\_\_\_\_ M Tu W Th F Sa Su

Time of use \_\_\_\_\_ to \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date \_\_\_\_\_

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