

Youth Center Use Agreement



Today's Date: _____

Youth Center Rates				
Day of Week	Hours	Non-Profit Rate	Standard Rate	Deposit (Check Only)
Monday – Friday (Half Day)	8AM – 3PM or 4PM – 10PM	\$100	\$250	\$500
Monday – Friday (Full Day)	8AM – 10PM	\$200	\$450	\$500
Saturday or Sunday (Full Day)	8AM – 10PM	\$200	\$450	\$500

Renter Information					
Date of Room Use:		Start Time:		End Time:	
Organization's Name:					
Applicant's Name:					
Applicant's Phone Number:			Secondary Phone Number:		
Driver's License Number/Non-Operator ID Card:					
Address:					
City:			State:		Zip:
Email:					
Description of Event:			Amplified Sound (DJ, Band, Loud Music, etc.): ____ YES ____ NO		
If yes, a noise permit will need to be completed & submitted for approval.					
Number of People Expected:			Non-Profit ID (if applicable):		
Rental Cost:			Deposit Cost:		

ATTENTION: ALCOHOL IS PROHIBITED

Keys need to be picked up at Pleasant Hill City Hall, 5160 Maple Dr. between 8AM and 4PM the day of the event.

For weekend rentals, Keys must be picked up the Friday prior to the event.

The renter acknowledges that from April – October there is limited parking at the Youth Center due to other activities in the park and that parking is not guaranteed – Please consider this prior to reserving the building.

BUILDING HOURS: 8AM – 10PM

Your rental time includes your set up time and tear down/clean up time. All parties must be out of the building and the building must be locked at 10PM. Failure to abide by the rental agreement dates/times will result in loss of deposit and future use of the building.

(OFFICE USE ONLY)					
FEES & CHARGES (PAYABLE BY CASH, CHECK OR CREDIT CARD) MAKE CHECKS PAYABLE TO THE CITY OF PLEASANT HILL					
RENT PAID:	CREDIT, CASH OR CHECK#	RECEIPT#	PROCESSED BY:	DATE:	
DEPOSIT PAID:	CHECK#	RECEIPT#	PROCESSED BY:	DATE:	
KEY RETURNED:	DATE:	CHECK RETURNED:	CHECK SHREDDED:	PROCESSED BY:	
YES NO		YES NO	YES NO		
DEPOSIT RETAINED (EXPLANATION):			PROCESSED BY:		DATE:

TURN OVER FOR RESERVATION INFORMATION

General Policy Information

Reservations:	Reservations will be accepted January 1 each year. Reservations are accepted on a first come first serve basis. Reservation is confirmed when completed form, payment and deposit are received. Priority shall be given to City sponsored events or activities. A photo ID will be required at the time the reservation is made. A copy of the photo ID will be placed with your reservation form.
Refunds:	The city does not honor refunds for cancellations due to inclement weather. Cancellations must be made 30 days prior to the reserved date in order to receive a refund; less a \$50 cancellation fee. There are no guarantees or refunds regarding the facility's suitability to the event, including but is not limited to; parking, appliances, heating or cooling, electrical (such as access to power and/ or blown circuit breakers) and water supply. Appeals for refund maybe made to the City Manager.
Security Deposit:	All parties other than city sponsored activities, library, and elections must provide a security deposit of \$500 which must be paid at the time the reservation is made. The deposit will be returned upon completion of facility inspection and verification from the police department of no incidences. The deposit will be returned no sooner than three working days after the event. The entire deposit will be retained by the City of Pleasant Hill if the condition of the facility is not left in accordance to the facility inspection form, for use of the building after midnight, loss of Youth Center Key, alcohol was present inside the building or if the City of Pleasant Hill Police Department is required to respond to calls of disturbance at the facility.
Access/Keys:	Access to the facility is only for the time(s) indicated on the agreement. Keys are obtained at city hall during regular business hours. Requests to obtain the key after business hours will result in a \$50 service charge. The deposit shall be retained until the key is returned. The contact person shall return the key to the city hall no later than 4:00 p.m. of the next working day. If the key is lost or stolen the user will forfeit the entire deposit. The user is responsible for reporting loss of key, to the Pleasant Hill Police Department and Parks & Recreation.
Noise Policy:	Amplified sound, use of a DJ and/or loud music without a noise permit will not be allowed. Complaints of unauthorized amplified sound or loud music will result in the renter's immediate removal from the facility. A refund will not be issued.
Non-Compliance:	Failure to abide by the facility use policy will result in complete loss of security deposit and will prevent future reservations of any city facility. The Director or designee shall have the authority to immediately revoke a reservation upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations. The City reserves the right to refuse and cancel any rental at any time. Discrepancies and requests that are not consistent with this policy may be reviewed by the Parks & Recreation Commission.
Local Civic Groups & Government Organizations:	Pleasant Hill Civic organizations and governmental agencies may receive up to two (2) half day or one (1) full day time blocks free /month (Monday – Thursday only). Free time blocks may not be used for Holidays, Fridays, Saturdays and/or Sundays. Qualifying organizations must complete an application form and submit a security deposit. <i>* A Civic Organization is any Service Club, Veteran's Post, or League that is not organized for profit that is based out of Pleasant Hill and whose activities primarily serve the community of Pleasant Hill. Written approval from Parks and Recreation staff will be needed to qualify. Political campaigns, churches or schools do not qualify as civic organizations, but will qualify for the Non-Profit Rate with their Non-Profit ID.</i> Examples of use: Board Meetings, Club Meetings, League Registrations, Coaches Meetings, Troop Meetings
Renter Responsibilities:	The renter agrees to meet the following requirements: <ul style="list-style-type: none"> ○ To use the building during the times indicated on the use agreement ○ All tables, chairs, counters and floors must be cleaned and all tables and chairs returned to storage room. ○ All trash must be taken from the facility and placed in dumpster. ○ The room must be swept and mopped after use. A broom and mop are located in the storage room. ○ Complete Inspection Checklist and turn in with key. ○ Renter will have a copy of their rental agreement and applicable permits with them during their reservation time.
Prohibited Items:	The renter understands the following are prohibited in the Youth Center: <ul style="list-style-type: none"> ○ Alcohol (Beer, wine, champagne, kegs, party balls, and liquor) ○ Smoking and vaping in the building or on park grounds ○ Hanging decorations from the walls or ceiling – table decorations only ○ No open flame (e.g., candles, sterno food warmers, etc.) – roasters and crock pots only ○ Using the youth center during times not indicated on the use agreement (day prior, before 8AM or after 10PM) ○ The use of amplified sound without a noise permit ○ Removing tables or chairs from the Youth Center Failure to follow the guidelines of this agreement may result in complete loss of the security deposit and future use of park facilities.

ATTENTION: ALCOHOL IS PROHIBITED

The City reserves the right to refuse the rental of the facilities.

Liability

The undersigned, being of legal age and in consideration of the opportunity to use certain facilities of the City of Pleasant Hill Parks and Recreation Department, and to participate in the activity identified above, hereby agree to assume full responsibility for any risk resulting from participation in any activity, and I further agree to indemnify and hold harmless the City of Pleasant Hill, the Parks & Recreation Department, their city officials, officers, employees, agents, and representatives, from any and all claims, causes of action, demands, and expenses of every kind, resulting from or relating to a third party or his/her property, arising out of use of the facilities or relating to the activity which is the subject matter of this executed form. Further, I have read and understand the Park Regulations, as codified at Chapter 47 of the City Code, and the Pleasant Hill Parks and Recreation Facility Use Policy, and agree to abide by them, to ensure that other invited participants abide by said regulations and conditions, to assume responsibility for any theft, loss or damage of equipment, facilities, and grounds as a result of such use, and to fully reimburse the City for the expense of any theft, loss or damage, including excessive cleanup.

Renter's Signature: _____ **Date:** _____

Youth Center Use Agreement Applicant Acknowledgement

I, _____ understand that the Youth Center is an alcohol free facility and that I am only
(your name)
allowed to use the building during the times that I have indicated on the Youth Center Use Agreement. I further understand that I am responsible for those attending the event and to ensure that those that have been invited abide by the regulations set forth in the Youth Center Use Agreement. I acknowledge that parking is limited at the Youth Center from 8AM – 3PM on Saturday's and Sunday's through the months of April – October and have taken this into consideration prior to reserving the Doanes Park Youth Center.

Failure to adhere to the regulations and conditions within the Youth Center Use Agreement may result in the complete forfeiture of the Security Deposit.

Printed Name

Signature

Date