



# APPLICATION FOR USE OF CITY BUILDING

Please submit application in person at the Parks & Recreation office or email to [rentals@covinaca.gov](mailto:rentals@covinaca.gov)

## APPLICANT INFORMATION

NAME*	EMAIL
ADDRESS	CITY AND ZIP
CELL PHONE	ALTERNATE PHONE
ORGANIZATION/BUSINESS (If applicable)	ARE YOU A NON-PROFIT?

*\*This person assumes responsibility for facility use and will be the sole contact for the City.*

## RESERVATION INFORMATION

Applications must be submitted at least 45 calendar days, but no more than 6 months prior to the date facility is requested.

### INDOOR FACILITY REQUESTED:

- COUGAR PARK COMMUNITY CENTER - (150 W. Puente Street)
- RECREATION HALL - (340 N. Valencia Place)
- TEEN CENTER\*- (301 N. Fourth Avenue)  
\*Only available for small community meetings.

PURPOSE OF USE/DESCRIPTION OF ACTIVITIES	ESTIMATED ATTENDANCE

DAY(S)	DATE(S)	START TIME (Including setup)	END TIME (Including cleanup)
1 <sup>st</sup> Choice:			
2 <sup>nd</sup> Choice:			

- Will there be entertainment? Yes \_\_\_ No \_\_\_ If yes, what type? \_\_\_\_\_
- Will money be collected? Yes \_\_\_ No \_\_\_ If yes, for what purpose? \_\_\_\_\_
- Will food be served? Yes \_\_\_ No \_\_\_
- Will a commercial caterer be used? Yes \_\_\_ No \_\_\_ If yes, what company? \_\_\_\_\_

*Application continues on page the next page*

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Covina has granted permission to the undersigned to use the facilities and,

WHEREAS, in consideration of the use of said facilities the undersigned is willing to hold the City of Covina, its officers, and employees harmless and indemnify it against liability as described below.

NOW THEREFORE, the undersigned hereby agrees as follows:

1. That neither the City of Covina nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the above facilities.
2. That the undersigned shall fully indemnify, defend and hold the City of Covina, its officers, and employees harmless from any and all liability or anything done or omitted to be done by the undersigned in connection with the use of said facilities.
3. That the undersigned, if required, shall submit a certificate of liability insurance and an endorsement naming the City of Covina as additional insured with a minimum of two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage.
4. That the undersigned has read the entire rental packet and is fully aware of all policies and responsibilities regarding the use of said facilities.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ACKNOWLEDGMENT AGREEMENT

Please initial to acknowledge understanding of the following before submitting application.

\_\_\_\_\_ I have reviewed all rental policies and fees and agree to be compliant.

\_\_\_\_\_ I understand that the application must be submitted at least 45 days prior to my rental date.

\_\_\_\_\_ I understand that submission of my application does not automatically grant approval.

\_\_\_\_\_ I understand that I will be notified within 5 business days if my application has been approved.

\_\_\_\_\_ I understand that rental policies may be added or changed as deemed necessary by the City of Covina in response to public health and safety.

# FACILITY USE FEES AND POLICIES

## FEE SCHEDULE - INDOOR FACILITIES

	ROOM CAPACITY	COVINA-BASED NON-PROFIT ORGANIZATION, COVINA BUSINESS OR COVINA RESIDENT	NON-COVINA BASED NON-PROFIT, NON-COVINA BUSINESS OR NON-RESIDENT
SECURITY DEPOSIT	-	\$300	\$300
SANITATION AND SETUP/CLEANUP FEE	-	\$100	\$100
RECREATION HALL	Assembly - 100 Dining - 100 Dining/Dancing - 80	\$150/HR	\$175/HR
COUGAR PARK COMMUNITY CENTER	Assembly – 80 Dining – 60 Dining/Dancing - 40	\$150/HR	\$175/HR
TEEN CENTER	Assembly – 40	\$50/HR	\$50/HR

## FACILITY VIEWINGS

Facility viewings are by appointment only and takes place on Wednesday evenings between 4-6 p.m. Please call the Parks & Recreation office at (626) 384-5381 or email [rentals@covinaca.gov](mailto:rentals@covinaca.gov) to schedule a viewing appointment. Please note that appointments must be made at least 5 business days in advance.

## FACILITY INFORMATION

### RECREATION HALL - 340 North Valencia Place, Covina CA 91723

Assembly: 100 maximum  
Dining Only: 100 maximum  
Dining and Dancing: 80 maximum

Tables: gray metal rectangular (2 ½' x 6') and seat 6-8  
Chairs: black folding chair

### COUGAR PARK COMMUNITY CENTER – 150 West Puente Street, Covina CA 91723

Assembly: 100 maximum  
Dining Only: 60 maximum  
Dining and Dancing: 40 maximum

Tables: White plastic (60") rounds and rectangle white plastic tables (2 ½' x 6')  
Chairs: 80 black folding chairs

### TEEN CENTER – 301 North Fourth Avenue, Covina, CA 91723

Assembly: 40 maximum – Available for small community meetings only.  
Available tables and chairs vary by use at this location.

## RULES, REGULATIONS, AND POLICIES

Community buildings and related facilities shall be available for use as deemed appropriate by the Parks & Recreation Director or designee. Examples of appropriate uses are parties, family picnics, and special occasion celebrations, such as reunions, weddings, and receptions. Large events are considered on a case-by-case basis and would potentially require additional processing time, permitting and fees. The Parks & Recreation Director reserves the right to cancel any reservation if it is in the best interest of the City, its residents, or public health to do so.

### A. CLASSIFICATIONS

#### 1. COVINA-BASED NONPROFIT ORGANIZATION, COVINA BUSINESS OR COVINA RESIDENT

- Nonprofit groups based in Covina (i.e. facility must have a Covina address or regular established meeting place must be in Covina), such as sports leagues, PTA, Girl Scouts, Boy Scouts, boosters, service clubs, churches, etc. Proof of 501c3 status may be required.
- Individuals who reside in Covina, i.e. zip codes 91722, 91723, or 91724. This individual will be responsible for rental, all payments, and must be present at the event and stay for the duration of the rental. **Residents may not rent facilities for a nonresident's use. Proof of residency in the form of a current utility bill is required at time of application.**
- Businesses with a Covina address, i.e. zip codes 91722, 91723, or 91724. An authorized representative from the business will be responsible for the rental and must be present for the duration of the rental. Payments must be made with business check or credit card or cash.

#### 2. NON-COVINA BASED NONPROFIT ORGANIZATION OR BUSINESS, OR NONRESIDENT

All individuals living outside the City of Covina or any nonprofit organization or business based outside of Covina.

### B. RESERVATION POLICY

1. Applications may be submitted in person to the Parks & Recreation office, 1250 North Hollenbeck Avenue or emailed to **rentals@covinaca.gov**
2. Proof of residency (copy of current utility bill) must be included with application to receive "Resident" rates.
3. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of official application form, subject to availability.
4. Reservations will only be issued to persons who are at least 21 years of age. This person must be in attendance for the entire duration of the function.
5. Review of application will take up to five working days.
6. Facilities are reserved in one-hour increments only with a minimum rental time of two hours. **Reservation times must include setup and cleanup periods.**
7. No reservations will be taken over the phone or without a completed application.
8. Facilities are not available for rental on New Year's Eve and New Year's Day, Easter weekend, Mother's Day, Memorial Day and weekend, Father's Day, Independence Day, Labor Day and weekend, Thanksgiving Day and weekend, first Saturday in December, Christmas Eve and Christmas Day.

9. Rentals must conclude by 10 p.m. (Recreation Hall and Teen Center) and 11 p.m. (Cougar Park Community Center)

C. FEE PROCEDURE

1. Upon approval, applicant will be sent a quote. After quote is accepted a billing statement will be issued. Fees and/or required documentation must be submitted by date indicated on statement. Failure to pay fees or submit documentation by the due date will result in cancellation of reservation.
2. Fees may be paid by cash, money order, check, or credit card. **All payments must be made by the applicant only, i.e. applicant's name must appear on check or credit card.** Credit card payment can be made over the phone or online.
3. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

D. SECURITY DEPOSIT AND REFUND POLICY

1. The refundable security deposit will be held until after the scheduled use.
2. If facility is left in a clean and undamaged condition and all city rules and regulations have been followed, then the deposit will be refunded in full.
3. If any of the following occur, then all or part of the deposit will be forfeited.
  - The facility is left dirty or damaged.
  - The group has not left the facility on time. (Any group staying later than originally reserved time will be charged at one and one-half times the regular rental fee and staff fee.)
  - Alcohol is present during the use.
  - City property/equipment has been defaced, lost, damaged, or destructed.
  - Any other condition/circumstance deemed unacceptable by the Parks & Recreation Director.
4. If Security Deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
5. Refunds will be processed in approximately 2-4 weeks following use.
6. Full refunds will be processed in the event the function is cancelled by the City prior to the event.

E. TRANSFER POLICY

**Subject to facility availability**, an applicant may request a transfer from one facility, date, or time to another facility or later date/time by following these procedures:

1. The applicant must notify the Parks & Recreation office at least 30 calendar days in advance of originally approved rental date.
2. A transfer fee of \$25 will apply for all approved transfers. Requested reschedule date must be at least 30 days from date transfer is requested.

F. CANCELLATION POLICY

1. Applicant must email their cancelation request to the Parks & Recreation Department office at [rentals@covinaca.gov](mailto:rentals@covinaca.gov). Applicant should also call the Parks & Recreation office to provide notification.

2. Cancellations must be made at least 30 days in advance of scheduled rental date to receive a full refund of any fees paid.
3. Cancellations made less than 30 days, but more than 48 hours in advance of scheduled rental date will be charged a fee equal to 50% of the total "Use Fee" of rental.
4. Use fees for cancellations less than 48 hours will not be refunded.
5. Security deposits will be refunded in full for all cancellations.

G. INSURANCE

All groups utilizing City of Covina facilities may be required to submit a certificate of liability insurance **AND** an additional insured endorsement with a minimum of two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) aggregate coverage, naming the City of Covina, its officers, employees, agents and volunteers as additional insured. Examples of the required documents are attached to this application (Attachment A & B). Groups/companies/organizations utilizing City of Covina field and facilities may also be required to submit a certificate of workers' compensation insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per accident for bodily injury or disease. If group/company/organize has no employees while performing services under this Agreement, workers' compensation policy is not required, but group/company/organization shall provide an executed declaration that it has no employees.

H. ALCOHOL, CONTROLLED SUBSTANCES, SMOKING, AND CONDUCT

1. Alcoholic beverages are not permitted in any City building or in City parks.
2. Controlled substances are not allowed in City facilities or on City property at any time.
3. Smoking and vaping of tobacco, or any substance, is not permitted in any City building or in City parks.
4. Profane language, indecent conduct, unusually loud amplified music, or any other activity that creates a disturbance will not be permitted.

I. DECORATIONS

1. Decorations must be approved prior to installation and must be removed immediately after the event. NO tape, nails, tacks or staples may be attached to walls, woodwork, windows or curtains.
2. Confetti, glitter, birdseed or smoke-making machines are NOT permitted. No open flames are allowed. Candles may be used for decoration only, but may not be lit.
3. Nails, push pins or anything that will leave a hole on the walls are NOT permitted to be used to hang decorations.
4. Command type strips or hooks are NOT permitted.
5. Scotch tape is NOT permitted to use to hang decorations. Only blue painter tape is allowed to be used to hang decorations.
6. It is the rental groups responsibility to remove and take/dispose of all decorations at the completion of the rental.

J. FOOD CATERERS

1. Food caterers are allowed as long as it is approved by the Parks & Recreation Department prior to the rental, this includes "taco man" type services.
2. No food preparation or commercial kitchens available at any city facility.
3. Food or drinks shall NOT be offered or sold to the general public by the rental group or the food caterer.
4. Food trucks are NOT permitted at any city park or facility.
5. For food caterers cooking onsite, they must place a tarp underneath the grill to catch any dripping grease. All food caterers that are cooking will be placed outside in the patio.

K. EXTRA SERVICES

Facility rentals include rental of room, tables, chairs, and staff assistance. Any additional services, such as catering, entertainment, decorations, place settings, utensils, and cookware must be provided by rental group.

L. CONTINUAL USE GROUPS

If a facility is available, and pending approval of the application, requested facility may be available on a continual use basis. Groups meeting regularly must notify the Parks & Recreation Department at least 30 days in advance when they will not be using the facility. Groups will be billed until notification is received.

M. GENERAL RULES AND REGULATIONS

1. Applicant is responsible for keeping all guests/participants in rented areas. Guests/participants are not allowed in non-rented areas.
2. Parties or events for youth or teens require the presence of at least one adult per eight youth/teens throughout the entirety of the function.
3. Gambling, use of profane language, loud or boisterous talking, or improper conduct will not be permitted.
4. The City is not responsible for any lost or stolen articles.
5. No equipment or furnishings shall be removed from the premises. **No additional equipment may be brought into City facilities without prior approval of City.**
6. The City of Covina reserves the right to full access to all activities at any time in order to ensure that all rules, regulations, and City and State laws are being observed.
7. The rental group must obey instructions of the City employee(s) on duty.
8. Any accident occurring in a City facility, which causes injury to any individual must be reported to the staff person on duty immediately.
9. Discrimination by rental groups is prohibited. The City of Covina shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual orientation, or handicap condition.

10. It is against City policy for any employee to receive any form of cash, gift, tip or gratuity. A letter to an employee's supervisor would, however, be appreciated if service has been noteworthy.
11. Only certified service animals are permitted inside City facilities.



# Attachment A



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  <b>INSURED</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C No, Ext):</b> <span style="float: right;"><b>FAX (A/C No):</b></span> <b>E-MAIL ADDRESS:</b> <b>ADDRESS:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%; border: none;"><b>INSURER(S) AFFORDING COVERAGE</b></td> <td style="width: 20%; border: none;"><b>NAIC #</b></td> </tr> <tr> <td style="border: none;"><b>INSURER A :</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><b>INSURER B :</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><b>INSURER C :</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><b>INSURER D :</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><b>INSURER E :</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><b>INSURER F :</b></td> <td style="border: none;"></td> </tr> </table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	<b>INSURER A :</b>		<b>INSURER B :</b>		<b>INSURER C :</b>		<b>INSURER D :</b>		<b>INSURER E :</b>		<b>INSURER F :</b>	
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<b>INSURER E :</b>															
<b>INSURER F :</b>															

**COVERAGES**

**CERTIFICATE NUMBER:**

**POLICY NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS AND CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea commercial) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> OTHER OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED: <input type="checkbox"/> RETENTION: <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> AN UNPROPRIET OR PARTNER EXECUTIVE OFFICER MEMBERS EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Covina, its officers, employees, agents and volunteers are named as Additional Insureds.

**CERTIFICATE HOLDER**

**CANCELLATION**

City of Covina 125 E. College Street Covina, CA 91722	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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# Attachment B

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

The City of Covina  
125 E College ST  
Covina, CA 91723

Its officers, employees, agents and volunteers are named as Additional Insureds.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts, omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your business operations; or
  2. In connection with your premises owned by or rented to you.
- However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
  2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.