



# APPLICATION FOR USE OF INDOOR FACILITIES

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

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

## 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

### FACILITY REQUESTED:

<input type="checkbox"/>	COUGAR PARK COMMUNITY CENTER (150 W Puente Street)
<input type="checkbox"/>	RECREATION HALL (340 N Valencia Place)
<input type="checkbox"/>	SENIOR AND COMMUNITY CENTER (815 N Barranca Avenue)
<input type="checkbox"/>	TEEN CENTER (301 N Fourth Avenue) (for small community meetings only)
<input type="checkbox"/>	LIBRARY COMMUNITY ROOM (234 N Second Avenue) (for small community meetings only)

### SETUP:

<input type="checkbox"/>	Assembly/Meeting
<input type="checkbox"/>	Dining
<input type="checkbox"/>	Dining and Dancing

PURPOSE OF USE/DESCRIPTION OF ACTIVITY	ESTIMATED ATTENDANCE

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

Will money be collected? YES \_\_\_\_ NO \_\_\_\_ If yes, for what purpose? \_\_\_\_\_

Will there be entertainment? YES \_\_\_\_ NO \_\_\_\_ If yes, what type? \_\_\_\_\_

Will food/beverages be served? YES \_\_\_\_ NO \_\_\_\_ If yes, what type? \_\_\_\_\_

Will a commercial caterer be used? YES \_\_\_\_ NO \_\_\_\_ If yes, what company? \_\_\_\_\_

*Application continues on next page.*

## INSURANCE REQUIREMENTS

If required, undersigned must submit a certificate of Commercial General Liability Insurance (or other type of insurance as deemed appropriate by City staff) with Additional Insured endorsement, naming the City of Covina, its officers, employees, agents and volunteers as additional insureds. The scope and limits appropriate for said use will be determined by City staff and provided to undersigned, but will be at minimum \$2,000,000 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of the use of said facilities the undersigned, to the fullest extent permitted by law, shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens and losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of undersigned and all individuals utilizing said facility in connection with this specific approved usage (or any entity or individual that undersigned shall bear the legal liability thereof), including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties. Undersigned shall defend the Indemnitees in any action or actions filed in connection with any Liability with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Undersigned shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

## POLICY ACKNOWLEDGEMENT AGREEMENT

***Initial each item below to acknowledge understanding and agreement:***

\_\_\_\_\_ 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 this application does not automatically grant approval.

\_\_\_\_\_ I understand that I will be notified within 5 business days whether 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.

\_\_\_\_\_ I understand that failure to pay all fees due by the deadline provided may result in cancellation of the approved rental.

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

# FACILITY USE FEES

	COVINA-BASED NONPROFIT ORGANIZATION, COVINA BUSINESS OR COVINA RESIDENT		NON-COVINA BASED NONPROFIT ORGANIZATION, NON-COVINA BUSINESS OR NONRESIDENT
<b>SECURITY DEPOSIT</b> <i>Cougar Park Community Center, Recreation Hall, Teen Center, Library Community Room</i>	-	\$300	\$300
<b>SECURITY DEPOSIT</b> <i>Senior and Community Center</i>	-	\$400	\$400
<b>SANITATION/SETUP/CLEANUP FEE</b> <i>Cougar Park Community Center, Recreation Hall, Teen Center, Library Community Room</i>	-	\$100	\$100
<b>SANITATION/SETUP/CLEANUP FEE</b> <i>Senior and Community Center</i>	-	\$140	\$140
<b><u>FEES (HOURLY RATE)</u></b>	<b><u>HOURS</u></b>		
COUGAR PARK COMMUNITY CENTER	7 am-10 pm	\$150	\$175
RECREATION HALL	7 am-10:30 pm	\$150	\$175
TEEN CENTER	7 am-10:30 pm	\$60	\$60
LIBRARY COMMUNITY ROOM	7 am-9 pm	\$60	\$60
SENIOR AND COMMUNITY CENTER	7 am-10:30 pm	\$225	\$300

- **All facility uses require payment of Security Deposit, Sanitation/Setup/Cleanup Fee, and hourly fee.**
- **The fees paid cover use of facility, setup of tables and chairs, trash and restroom monitoring and maintenance, and staff assistance throughout the use.**
- **Fees DO NOT include table coverings, decorations, plates, cups, utensils, serving supplies, etc.**

## FACILITY INFORMATION

COUGAR PARK COMMUNITY CENTER	Assembly – 60 Dining – 60 Dining/Dancing – 40	(6) white plastic 60" round tables (6) white plastic 6' x 2.5' rectangular tables (60) black cushioned banquet chairs Refrigerator and sink access
RECREATION HALL	Assembly – 100 Dining – 96 Dining/Dancing – 64	(12) white plastic 60" round tables (3) white plastic 6' x 2.5' rectangular tables (100) black cushioned banquet chairs Refrigerator and sink access
TEEN CENTER	Assembly – 40 Table seating – 24	(6) white plastic 6' x 2.5' rectangular tables (40) black folding chairs
LIBRARY COMMUNITY ROOM	Assembly – 40 Table seating – 40	(8) white plastic 6' x 2.5' rectangular tables (8) white plastic 8' x 2.5' rectangular tables (40) chairs
SENIOR AND COMMUNITY CENTER	Assembly – 144 Dining – 144 Dining/Dancing – 108	(16) light wood 72" round tables (3) white plastic 6' x 2.5' rectangular tables (144) cushioned banquet chairs

# FACILITY USE POLICIES

## FACILITY VIEWING

Facility viewing is by appointment only. Call (626) 384-5340 or email [rentals@covinaca.gov](mailto:rentals@covinaca.gov) to schedule an appointment. Appointments must be made at least 5 business days in advance. Staff will call 30 minutes prior to appointment time to confirm. Failure to answer confirmation call will result in cancellation of appointment.

## RULES, REGULATIONS, AND POLICIES

Community facilities shall be available for use as deemed appropriate by the Director of Parks & Recreation and Library Services or designee. Examples of appropriate uses are meetings, parties, family gatherings, and special occasion celebrations. The Director of Parks & Recreation and Library Services 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 is 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. APPLICATION/RESERVATION POLICY

1. Applications must be submitted at least 45 calendar days prior to the date facility is requested.
2. Applications may be submitted in person at the Parks & Recreation office located at 1250 North Hollenbeck Avenue or emailed to [rentals@covinaca.gov](mailto:rentals@covinaca.gov).
3. Applicants must be at least 21 years of age. This person must be in attendance for the entire function.
4. Review of application may take up to five working days.
5. Facilities are not available for rent on City-observed holidays/holiday weekends.
6. Facilities are reserved and billed in one-hour increments only with a minimum reservation time of two hours. Reservation times must include setup and cleanup periods.

C. INSURANCE

All groups utilizing City of Covina facilities may be required to submit a certificate of Commercial General 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). Other forms of insurance that may be required include Automobile Liability Insurance and Workers' Compensation Insurance. Applicant will be notified of any additional insurance requirements upon approval of application.

D. FEE PROCEDURE

1. Upon approval, applicant will be sent a quote via email. Quote must be accepted via email. If accepted, an invoice will be issued. Fees and/or required documentation must be submitted at least 30 days prior to rental date. 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 payments may be made by phone or online.
3. There will be a \$25 charge on all returned checks (NSF, stopped payment, or closed account).

E. 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 conditions are found or circumstances 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.)
  - Alcohol is present during the event.
  - City property/equipment has been defaced, lost, damaged, or destructed.
  - Any other condition/circumstance deemed unacceptable by the Director of Parks & Recreation and Library Services.
4. If Security Deposit is inadequate to cover damages, then applicant will be billed for the remaining cost of the damages.
5. Refund will be issued approximately 2-4 weeks following use. For credit card payments, refunds are issued electronically back to the original card used. For cash, check, money order payments, a refund check will be mailed.
6. Full refunds will be processed in the event the use is cancelled by the City prior to the scheduled date.

F. 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 \$25 transfer fee will be charged for all approved transfers.

G. CANCELLATION POLICY

1. Applicant must email their cancellation request to [rentals@covinaca.gov](mailto:rentals@covinaca.gov). Applicant should also call the Parks & Recreation office at (626) 384-5340 to ensure notification of cancellation was received.
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 50% of the total "Use Fee" of rental.
4. For cancellations made less than 48 hours in advance of scheduled rental date, paid fees will not be refunded.
5. Security Deposits will be refunded in full for all cancellations.

H. ALCOHOL, CONTROLLED SUBSTANCES, SMOKING, AND CONDUCT

1. Alcoholic beverages and controlled substances are not permitted on City property.
2. Smoking of tobacco or any substance, is not permitted on City property. This includes e-cigarettes and vaping.
3. Profane language, indecent conduct, unusually loud amplified music, or any other activity that creates a disturbance will not be permitted.

I. FOOD CATERERS

1. Use of any commercial caterers must be approved by the Parks & Recreation Department prior to the rental date. Food trucks are not permitted.
2. Caterers may not drive vehicles onto City park areas, but must park in designated parking lot/spaces.
3. Caterers must be completely self-contained and self-sufficient. No kitchen facilities are available.
4. Food and/or drinks may NOT be offered or sold to the general public or to City employees. Food and drinks provided by the caterer are for consumption by the rental group only.
5. Caterers cooking onsite must place a tarp beneath the grill to catch any dripping grease, etc.
6. Caterers must provide Commercial General Liability Insurance with additional insured endorsement, as specified in Insurance section.

J. ENTERTAINMENT/EXTRA SERVICES

1. Rental group may have additional service providers, such as DJs, musicians, small bands, decorator, face painter, etc., subject to approval by the Parks & Recreation Department.
2. All service providers must provide Commercial General Liability Insurance with additional insured endorsement, as specified in Insurance section.

K. DECORATIONS

1. Decorations must be approved prior to setup and must be removed immediately after event. Any decorations left at the facility will be disposed of by city staff.
2. NOTHING may be attached to walls, woodwork, windows, window coverings, or furniture. All decorations must be free standing or placed on tables and may not block exits or fire extinguishers.
3. No confetti, glitter, birdseed, smoke-making machines or devices, “exploding” devices, or open flames permitted.

L. GENERAL RULES AND REGULATIONS

1. Applicant is responsible for keeping all guests/participants in rented areas.
2. Proper supervision of youth is required at all times. A minimum of one adult per 15 youth/teens is required at all times during rental.
3. The City is not responsible for lost or stolen articles.
4. No equipment or furnishings shall be removed from the premises. **No additional equipment may be brought into City facilities without prior approval of the City.**
5. The rental group must follow instructions of City employees on duty.
6. The City 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. Discrimination by rental groups is prohibited. The City of Covina will not rent facilities to a person or persons who illegally discriminate on the basis of a protected characteristic.
8. The City of Covina does not discriminate in the rental of its facilities on the basis of a protected characteristic.
9. It is against City policy for any employee to receive any form or cash, gift, tip or gratuity. A letter to an employee’s supervisor would, however, be appreciated if service has been noteworthy.



# 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).

PRODUCER	CONTACT NAME:	
	PHONE (A/C No. Ext.):	FAX (A/C No.):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED 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 PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVR	POLY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	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 <input type="checkbox"/> OTHER					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Excluding) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOUND \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED					COMBINED SINGLE LIMIT (Excluding) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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.

<b>CERTIFICATE HOLDER</b>  City of Covina 125 E. College Street Covina, CA 91722	<b>CANCELLATION</b>  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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ACORD 25 (2016/03)

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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, errors or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing 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.

**B.** 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.