



# City of Cathedral City

## FACILITY USE POLICIES (Panorama Park and Century Park)

### 1. APPLICATION FOR FACILITY USE

- A. The Facility Use Application shall be submitted at least seven (7) calendar days prior to use.
- B. Community Special Events in which fifty (50) people or more will be in attendance must also apply for a Temporary Use Permit through the Special Events Department.
- C. Applications will not be accepted more than six (6) months in advance of use, except for contiguous multi-day rentals.
- D. All Facility Use Applications are subject to approval by the Public Works, Parks, and Facilities Manager or their designee.
- E. Reservations will be confirmed upon payment of all fees and a copy of the signed Facility Use Application.
- F. Approved use is non-transferable. The person signing the Facility Use Permit is responsible for the conduct of all participants and is fully responsible for any damage caused by use.
- G. The person signing the Facility Use Permit must be 21 year of age or older.
- H. Reserved times must include set up and clean up times. All applicable fees will be charged for all facility usage time.
- I. All laws and City Ordinances must be followed.
- J. The City of Cathedral City reserves the right to full access to all activities at any time in order to ensure that all rules, regulations and laws are being observed, and if necessary may terminate an activity for the safety and welfare of City property.
- K. Renters refusing to adhere to policies will be forced to leave the premise after one (1) verbal warning issued by staff to the signer of the Facility Use Permit.
- L. The signer of the Facility Use Permit must be on the premises during the hours of the event.
- M. The City of Cathedral City assumes no liability for any injury, damage, theft or loss of property belonging to others, before, during or after usage.
- N. No animals except those used for disability assistance will be allowed in any City facilities.
- O. Private parties may rent facilities in four (4) hour increments.
- P. Facilities available for private parties with inflatable amenities are limited to Panorama Park and Century Park.
- Q. Rental of inflatable amenities are limited to companies that have obtained a business license in City of Cathedral City. Use of an unapproved company will result in the automatic loss of deposit.
- R. All areas not specifically designated by the City of Cathedral City as being included in the reserved areas will be open and available to the general public.

- S. Sound systems will not be provided.
- T. All teenage groups must be accompanied by responsibility adult chaperones including the signer of the Facility Use Permit, on a ratio of two (2) adults for the first twenty (20) juveniles and one (1) adult for each group of twenty (20) juveniles or part thereof. Chaperones must stay with group at all times.

**2. REASONS FOR DENYING APPLICATION**

The Public Works, Parks, and Facilities Manager or their designee may deny an application for the following reasons:

- A. Applicant violates the conditions of the Facility Use Permit (current or prior permit).
- B. Applicant violates the City’s rules or regulations relating to the use of the facilities.
- C. Failure to cooperate with City staff.
- D. Previous incidents where Facility Use resulted in damage to City property.
- E. The use proposed is not consistent with the recreational, civic, assembly or other purposes for which the particular facility has been approved.

**3. RENTAL RATE**

Rental rates of the City Parks facilities are listed below along with the Fee Schedule for each classification.

The City of Cathedral City has first priority for all uses. Cathedral City residents have second priority followed by non-residents.

**PARK SHELTER RESERVATION FEE SCHEDULE**

**Shelter Only - 4 Hours – 0 to 50 People**

<b>Resident of Park Boundary .....</b>	<b>Fee waived</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Cathedral City Resident .....</b>	<b>\$25 Fee</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Non-Resident .....</b>	<b>\$50 Fee</b>	<b>+</b>	<b>\$100 deposit</b>

**Shelter with Electricity - 4 Hours – 0 to 50 People**

<b>Resident of Park Boundary .....</b>	<b>\$0 Fee</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Cathedral City Resident .....</b>	<b>\$35 Fee</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Non-Resident .....</b>	<b>\$60 Fee</b>	<b>+</b>	<b>\$100 deposit</b>

**Shelter Only - 24 Hours – 51 to 100 People**

<b>Resident of Park Boundary</b> .....	<b>\$0 Fee</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Cathedral City Resident</b> .....	<b>\$75 Fee</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Non-Resident</b> .....	<b>\$100 Fee</b>	<b>+</b>	<b>\$100 deposit</b>

**Shelter with Electricity - 24 Hours – 51 to 100 People**

<b>Resident of Park Boundary</b> .....	<b>\$75 Fee</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Cathedral City Resident</b> .....	<b>\$100 Fee</b>	<b>+</b>	<b>\$100 deposit</b>
<b>Non-Resident</b> .....	<b>\$150 Fee</b>	<b>+</b>	<b>\$100 deposit</b>

**All Parties Over 100 People or Parties with Inflatable Castles, Etc.**

<b>Resident of Park Boundary</b> .....	<b>\$125 Fee</b>	<b>+</b>	<b>\$200 deposit</b>
.....		<b>+</b>	<b>Special Use Permit</b>
<b>Cathedral City Resident</b> .....	<b>\$150 Fee</b>	<b>+</b>	<b>\$200 deposit</b>
.....		<b>+</b>	<b>Special Use Permit</b>
<b>Non-Resident</b> .....	<b>\$250 Fee</b>	<b>+</b>	<b>\$200 deposit</b>
.....		<b>+</b>	<b>Special Use Permit</b>
<b>Bounce Houses</b> .....	<b>Additional \$25 Fee</b>		

**4. SECURITY/CLEAN UP DEPOSIT**

The Security/Clean Deposit is due with the Facility Use Application. The deposit will be refunded within 3-4 weeks after the event, except under the following conditions:

- A. Upon arrival, renter will complete a walk through of facility and photograph condition. Any damage or uncleanliness must be brought to staff’s attention at this time. At the conclusion of the event, the renter will walk through facility and photograph and document the cleanliness and condition of the facility. Security deposits will be released upon written consent of the Public Works, Parks, and Facilities Manager.
- B. All damages to the facility premises caused by the renter are the responsibility of renter. Cost of repairs as determined by the Public Works, Parks, and Facilities Manager will be retained by the City and deducted from the deposit. If the cost of damages exceeds the amount available from deposit, user shall remit balance of cost upon receipt of invoice.
- C. If the facility is not left in a clean and orderly manner, the cost to clean the facility appropriately will be deducted from the Deposit. If cost of cleaning exceeds the amount available from the deposit, user/renter shall remit balance of cost to City upon receipt of invoice.
- D. Vehicles are not allowed to be driven on areas that are not specifically designated for vehicular traffic. Cost of repair to surfaces will be deducted from deposit. If cost of damages exceeds amount available from deposit, user shall remit balance of cost to the City upon receipt of invoice.

**5. LIABILITY**

All persons receiving a Facility Use Permit must agree to hold the City of Cathedral City harmless and indemnify the City of Cathedral City from any and all liability for injury to persons or property occurring as the result of the activity sponsored by the permittee, and said person shall be liable to the City of Cathedral City for any and all damages to the park, equipment and buildings owned or controlled by the City which result from the activity of the permittee or is caused by any participant in said activity.

A person exercising any of the privileges authorized by this policy does so at his/her own risk without liability on the part of the City of Cathedral City for any injury to persons or property resulting therefrom.

All activities involving an inflatable amenity must provide the City of Cathedral City with a Certificate of Insurance naming the City of Cathedral City as additionally insured. Policy limit is \$1,000,000 minimum of combined single limits.

All civic groups and private parties of 50 persons or more using a City facility must provide the City of Cathedral City with a Certificate of Insurance naming the City of Cathedral City as additionally insured. Policy limit is not less than \$500,000 general liability insurance coverage per occurrence. Insured's name must be the same as the renting party on Facility Use Permit.

**6. PAYMENT OF FEES AND DEPOSITS**

All fees and deposits are considered due at the time the application is submitted.

**USER CLEAN-UP RESPONSIBILITY**

The rental user of the facility shall be responsible for the following clean up upon completion of the rental use:

- A. Deposit all trash, including bottle, cans, cups, cigarette and paper in the proper receptacles in the nearby dumpster area.
- B. Mop up any liquid spilled on the floor.
- C. All groups are responsible for setting up and taking down chair and tables; for clean up of the facility and the immediate area.

**7. FOOD AND BEVERAGE**

No food or beverages may be sold or served at any event unless specified on the Facility Use Permit.

Barbecuing is allowed in the City provided barbecues only, except in the case of a City sponsored event approved by City Council.

**8. ENDING TIME OF ALL EVENTS**

All events held in Parks facilities must be completed by 10:00 p.m.

**9. CLEARANCES, LICENSES AND CERTIFICATES**

Users may be required to secure any or all of the following clearances, licenses and/or certificates before the Facility Use Permit Application is approved.

- A. Dance permit or Business License (granted by the City of Cathedral City Business License division.)
- B. Police clearance (granted by Cathedral City Police Department)
- C. Certificate or proof of insurance naming the City of Cathedral City as additionally insured.

**10. DECORATIONS**

- A. Decorations may not be fastened to light fixtures or electrical hardware.
- B. Health and Safety codes pertaining to the flame proofing of all decorations must be followed.
- C. Glitter, birdseed, rice or other like items are not allowed.
- D. Only tape or ties may be used. No nails, screws, thumb tacks, staples, etc. will be permitted. All decorations must be removed at the end of the event.
- E. No open flame, barbecue or other cooking devices will be permitted in the facilities unless otherwise provided by the City.

**11. PUBLICITY**

Publicity for any event hold at any Parks and Recreation facility may not be released until final approval of the Facility Use Application. Signage will be in accordance with Cathedral City Municipal Code and regulations.

**12. ALCOHOL AND/OR LIVE ENTERTAINMENT**

- A. Alcohol is not allowed in City parks without prior City Council approval.
- B. Parties refusing to adhere to the alcohol policies will be shut down after one (1) verbal warning and will automatically lose deposit fees.

**13. BOUNCE HOUSE RULES AND REGULATIONS GENERAL USE GOVERNING USE OF FACILITIES**

The following policies apply to all individuals and groups that make use of a bounce house or similar apparatus at the City of Cathedral City's Panorama Park/Century Park. Bounce house use is **NOT ALLOWED** without a City of Cathedral City issued Permit. Users of bounce houses or similar apparatuses are subject to the following conditions and requirements.

- A. **Bounce houses are allowed in the Cathedral City's Panarama Park/Century Park. Bounce house use is prohibited in all other parks.**
- B. Users must first obtain a **Park Permit** for the use of the park and indicate on the Permit that a bounce house will be used as part of the event.
- C. Users must abide by all conditions, rules, and disclaimers as noted in this policy, on the Park/Shelter Reservation Application.
- D. Bounce houses must be rented from a company that has a current City of Cathedral City Business License and proof of adequate liability insurance on file with the City. (See list of companies on file at City Hall). Please Note: Inclusion on this list does not constitute an endorsement or recommendation by the City of Cathedral City. Companies on this list possess a current City Business License and have provided the City a Certificate of Liability Insurance with endorsement, which had been approved as sufficient by the City's Risk Manager. Please be aware that the list is subject to change. Please contact the Business Licensing Department at (760) 770-0353 for the most current information.
- E. The Permit holder and the bounce house company must execute an agreement to indemnify and defend the City of Cathedral City from any liability related to the use of a bounce house.
- F. The City of Cathedral City reserves the right to limit the number and size of the bounce house being used. Only small bounce houses are permitted (18'x18'x18' max). Larger sized bounce houses are permitted only with a Special Use Permit.
- G. Bounce houses are to be set up only by the bounce house company in compliance with the manufacturer's specifications.
- H. Bounce house users will be responsible for providing a generator for inflation of the bounce house. **The City does not provide electricity.** The generator will be one *quite rate at 60dB or less* and not generate noise in excess of City standards. The generator shall be placed a safe distance from the bounce house and electrical cords covered to prevent tripping hazards. **Additional gasoline cans MUST NOT be stored next to the generator.**
- I. **The bounce house company must provide a fire extinguisher that is equipped to extinguish any fire that may occur.**
- J. Bounce houses and generators will be placed at locations designated on the facility use permit.
- K. Bounce houses must be under supervision by an adult at all times.
- L. Bounce houses must be free standing and weighted. Stakes are prohibited in City parks unless approved as a Special Condition of a Special Use Permit. Bounce houses must not be tied or tethered to trees, tables or other park amenities.
- M. Bounce house users must provide adequate supervision so that the use is in compliance with manufacture's recommendations and reflects safe levels of operation.
- N. The park user is responsible for all damage caused by their use of the park or bounce house. Damage to City property or turf may result in loss of deposit.
- O. **NO VEHICLES ARE ALLOWED IN CITY PARKS, ON TURF, OR ON WALKWAYS UNLESS APPROVED AS PART OF A SPECIAL USE PERMIT.**
- P. The City is not responsible for any damage to the bounce house.
- Q. Failure by the permit holder or vendor to adhere to these policies will result in the immediate removal of the bounce house from the park and may result in the

denial of future use of City parks and facilities. Damages to the park resulting from use of a bounce house are the financial responsibility of the permit holder.

- R. **The permit holder is required to provide the City with a copy of the signed agreement with the bounce house company, bounce house information including name, phone number, address and web site address, along with a facility application and all necessary fees before the bounce house permit is approved.**