



P.O. BOX 324
NORTH SAN JUAN, CALIFORNIA 95960

Permit#

FACILITY USE APPLICATION AND AGREEMENT

Building Hours of Operation: Sunday-Thursday, 8:00am-10:00pm; Friday-Saturday, 8:00am-11:00pm

FACILITY REQUESTED

NGSM Building with Kitchen

NGSM Building without Kitchen

APPLICANT CONTACT INFORMATION

Name of individual responsible for event (*first, middle, last*): _____

Application on behalf of: Individual Group Organization Business

Name of group, organization or business: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____ Email: _____

Alternate contact person (*first, middle, last*): _____

Home Phone: () _____ Cell Phone: () _____ Email: _____

RENTAL INFORMATION

Title of Activity/Event: _____ Date(s) of Event: _____

Description of Activity/Event: _____ Day(s) of Event: _____

Expected Attendance: _____ Age of Guests: ___% under 18, ___% 18-20, ___% over 21

Rental Time: Start: _____ am pm End: _____ am pm

Event Time: Guests Arrive: _____ am pm Guests Depart: _____ am pm

RENTAL DETAILS

Will alcohol be present/served? NO YES Will there be an admission fee? NO YES

Will food be present/served? NO YES Will there be amplified sound? NO YES

Will alcohol be sold? NO YES Are you using a caterer? NO YES

Will food or merchandise be sold? NO YES *Name and contact of caterer:* _____

Is this event open to the public? NO YES List equipment you plan to have on site: _____

How will the event be advertised? _____

FOR OFFICE USE ONLY

Rental Category: A B C D E Rental Fee: _____

Insurance: _____ Special Event Permit: _____ ABC License: _____ Cleaning/Damage Deposit: _____

Approved

Denied

Signature

Title

Date

NGSM FACILITY RENTAL RULES & AGREEMENT

Please initial each clause below after you have read and understand each condition then sign the AGREEMENT at the bottom of this page to indicate that you understand and agree to comply with the rules, regulations and conditions associated with renting facilities from North Gold Senior Mountaineers.

_____ Facilities must be used for the purposes stated on the Facility Use Application & Agreement Form. Any gathering which violates the conditions of this agreement or which is considered dangerous, a disturbance of the peace or endangers public property is subject to immediate cancellation. NGSM also reserves the right to cancel events due to unsafe facility conditions.

_____ Facilities must be **reserved and under the direct supervision** of a responsible adult (25 years of age or older) who will be present at all times. Groups of minors must have at least one responsible chaperone, 25 years of age or older, per 20 minors. NGSM must be provided with a list of names and phone numbers of the chaperones at least two days (48 hours) prior to the event.

_____ Facility preparation and clean-up is the responsibility of the applicant and must occur within the specified RENTAL TIME on the front of this form. Failure to clean, vacate and return the facility to its original arrangement and condition on time will result in forfeiture of the Cleaning/Damage Deposit. At no time may the building be occupied later than 10pm (Sunday – Thursday) or 11pm (Friday & Saturday).

_____ SMOKING – No smoking is permitted in the facility or within 20' of the doors or windows.

_____ KEYS – Renters will be issued keys at the START TIME that must be returned to the NGSM Facility Supervisor at END TIME of the rental. During the RENTAL TIMES specified on the front of this form, the facility use applicant is responsible for securing the facility and controlling access to their event.

_____ DECORATIONS – All decorations must be UL approved (flame retardant) and must be attached by no other means than the existing eye hooks unless approved by NGSM staff. All candles must be in non-flammable holders. Tape, staples, rice, confetti, glitter, hay, straw and sand are not permitted. All decorations must be removed at the conclusion of the event. Renters will be responsible for any and all damage resulting from their decorations.

_____ TABLES & CHAIRS – Tables and chairs are for indoor use only and should not be dragged across the floor. At the conclusion of the event tables and chairs must be cleaned and neatly stored in racks.

_____ FLOORS – All floors, including the kitchen and the restrooms must be thoroughly swept and wet mopped with floor cleaner. Mop water should be changed frequently if floor is really dirty or sticky.

_____ KITCHEN – The refrigerator and oven must be empty. The dishwasher, all counters, both sinks and the stove/grill must be cleaned. No food may be left in the building. Trash must be emptied & removed.

_____ BATHROOMS – All toilets must be flushed, sinks wiped off, trash emptied and removed.

_____ DECK, WALKWAYS and PARKING AREAS – Must be free of litter and decorations.

_____ CLEANING SUPPLIES – Renters will be given access to a corn broom, dust mop, wet mop, mop bucket and trash receptacles. It is up to the renter to supply trash bags, cleansers for floors and counters, rags, and dish soap.

AGREEMENT

I have read, understand and agree to comply with the rules, regulations and conditions for rental of said facilities. I hereby state that I am 25 years of age or older and I assume responsibility for the conduct of the group using the reserved facility and shall be held liable for any and all damages incurred during the use period. The undersigned hereby agrees to indemnify, defend and hold harmless North Gold Senior Mountaineers and the City of North San Juan and their officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, use or occupancy of the facility. The user agrees to furnish such liability or other insurance for protection of the public, NGSM, and the City as these agencies may require.

Signature: _____

Printed Name: _____

Date: _____