



# ROSSMOOR COMMUNITY SERVICES DISTRICT

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 WEBSITE: [WWW.ROSSMOOR-CSD.ORG](http://WWW.ROSSMOOR-CSD.ORG) / E-MAIL: [RCSD@ROSSMOOR-CSD.ORG](mailto:RCSD@ROSSMOOR-CSD.ORG)

## APPLICATION FOR FACILITY USE PERMIT

This application does not guarantee a reservation until approved by the General Manager and if applicable, the Board of Directors of the Rossmoor Community Services District or his/her designee. Please check the appropriate box(es) and indicate the facility requested.

- Rush Park Auditorium     
  Rush Park East Room     
  Rush Park West Room     
  Rush Park Kitchen  
 Rossmoor Park Community Room     
  Rossmoor Park Kitchen     
  Montecito Center     
  Picnic Area  
 Athletic Field     
  Special Use     
  Other (Please Specify) \_\_\_\_\_

ROSSMOOR RESIDENT: YES <input type="checkbox"/> NO <input type="checkbox"/>		* Facility and Field Brochures and User Procedures can be viewed on our website	
Facility/Park Site: 1 <sup>st</sup> Choice		2 <sup>nd</sup> Choice	
Name (Individual /Organization):		Email:	
If Organization: 501 (C) (3)		Private for Profit	
Responsible Person/Representative:			
Address:		City:	Zip:
Telephone: Home:	Cell:	Work:	Fax:
Date(s) of Event:	Day(s):	Time of Actual Event (Guest Arrival)	
Start Time:	End Time:	Total Hours Requested:	
<i>(Applicant must include set-up/decorating time and clean-up time.)</i>			
Name of Event:		Type of Event:	
For birthday/graduation party, indicate age of celebrant: _____ (Attendants are assigned as required at the discretion of the District)			
Number of attendees:	Adults	+ Minors(17 and under)	= Total

Please answer all questions correctly. Unanswered questions may delay your request.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Is the event open or advertised to the public?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is this a car club?                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Is this a fundraising/revenue producing event?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Will there be soliciting or selling of any kind? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**If YES on items 1, 2, 3, or 4 please also complete items 17-30 on pages 3 & 4 (Special Use Information)**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 5. Is this an organized group, such as a club, school or business?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Will there be a caterer to provide the food for your event?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Will this event be having some type of music?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Please check: Live Band <input type="checkbox"/> Disc Jockey <input type="checkbox"/> Amplified Music <input type="checkbox"/> P.A. System <input type="checkbox"/> Radio <input type="checkbox"/> |                              |                             |
| <i>Please note that some facilities may not allow music</i>  |                              |                             |
| 8. Will there be dancing?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <i>Please note that teen (13-17) years old parties will be required to have an attendant.</i>  |                              |                             |

9. Will you require use of the stage? Yes  No   
*You must notify the District office if you need the stage cleared prior to your event.*
10. Will the event be advertised prior to the event date? How? Yes  No   
*Please check: Flyer  Newspaper  Radio*
11. Will there be any type of display or advertising at the event? Yes  No
12. Will you be displaying or judging any motor vehicles? Yes  No
13. Will there be any promotionals or give aways/samples? Yes  No
14. Will there be animals during the event? Yes  No   
*Animal shows will require a permit from Animal Control and prior approval from the General Manager*
15. Will you be having a bouncer/moonbounce? (Only on designated areas/Requires \$1 million insurance policy) Yes  No

Name of authorized bouncer/moonbounce company (Refer to attached listing): \_\_\_\_\_

**16. Please read and initial on the following important policies, rules and regulations:**

- a. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. You will not be given access prior to the time scheduled on your User Permit. Non compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- b. All permittees will be required to sign, in person, a District Indemnification form, a Facility User Procedures Agreement and the User Permit.
- c. If group is an organization, issue refundable deposit check to: \_\_\_\_\_
- d. Amenities may not be adequate. Please refer to our facilities brochure or contact the General Clerk to check on amenities such as tables, chairs, kitchen, refrigerator, etc. Groups are responsible for providing additional tables and chairs as needed.
- e. Consumption of alcohol or substance abuse is not allowed on any District properties. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.
- f. Parking will only be allowed in designated areas. No parking on grass or walkways.
- g. Gambling is not allowed on Rossmoor Community Services District properties.
- h. The use of candles is not allowed inside any rental facility.
- i. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation.)
- j. Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.
- k. Applications must be received at least 15 working days prior to the date of the event. To avail of the Rossmoor residence fee, please attach a copy of your driver's license and a most recent utility bill. Requests made 10-14 working days prior to the event must be made in person and all fees paid for in full and in cash. Requests made less than 10 working days but no less than 5 working days may be accommodated on a case by case basis, subject to availability of facility and staff.
- l. Submission of the completed form does not guarantee you the facility/date. You will be notified if the facility is not available.
- m. Reservations can only be made 6 months in advance. Submit the completed application form along with the a \$15 reservation fee and initial deposit of \$175 if booking an indoor facility, a \$15 reservation fee if booking a reserveable picnic site/open space and/or ball field. \$15 reservation fee is due for all Permits to Gather. If facility or any other alternative is not available your deposit will be refunded to you within 7-14 business days.
- n. Permittee must sign the facility permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled and you will be refunded the deposit less the applicable service fee.
- o. For teen parties (under 18 years of age), reservations must be made at least 15 working days prior to the event. One adult shall be present for every minor under the age of 18. No event will be permitted to start without the attendant.
- p. Cancellation Policy: Applicable processing and cancellation fees will be withheld by the District as per Policy 6010.60.
- q. Any request, to extend the time of the original reservation must be made for a minimum of one hour and must be made at least 10 working days prior to the event, subject to availability of facility and staff. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit change fee of \$15.00 after the second occurrence. \_\_\_\_\_(initial)
- r. Any cost incurred due to damage to the facility or due to law enforcement intervention arising from the group's event will be billed to the group.
- s. Payments may be in the form of cash or check. All deposits and fees for reservations made within 14 working days or less must be paid in full, and must be made in cash. All balances must be paid in full no less than two weeks prior to being issued a valid User Permit.

If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the District Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional District charges.

I certify that I have read and understand all the rules and regulations governing the use of the facility. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the facility and will be responsible for any damages to the facility, furniture, or equipment caused by our occupancy of the facility. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of District Official \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Approval (if required) \_\_\_\_\_ Date: \_\_\_\_\_