



**CITY OF BEAUMONT**  
 550 E. 6th Street  
 Phone (951) 769-8520  
 BeaumontCa.gov

# FACILITY RENTAL APPLICATION

Location:

CHATIGNY REC CENTER       CIVIC CENTER      Room(s) number: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Period of use:  One Time  Weekly  Monthly  
 Other: \_\_\_\_\_

Open Building: \_\_\_\_\_ am/pm      Close Building: \_\_\_\_\_ am/pm

Starting Time: \_\_\_\_\_ am/pm      Ending Time: \_\_\_\_\_ am/pm

Equipment Needed for Meeting/Usage:  Chairs  Tables  Other: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Purpose of Meeting/Usage: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Open to the Public?  Yes  No

ALL PERSONS UTILIZING CITY FACILITIES SHALL ABIDE BY ALL CITY RULES AND ORDINANCES INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

1. Applicant is responsible for leaving facilities in the same conditions as received: for cleanliness; and turning off all utilities.
  
2. It is understood and agreed that the applicant shall be solely responsible for the activities conducted by it or subject to its controls, and applicant agrees to and does here hold the City harmless from any and all liability or alleged liability arising out of, or in any way related to, the activities by said applicant: and in the event suit is brought arising out of any such activities, applicant will defend the City and pay any and all attorney fees and Court cost incurred in such suit.
  
3. Alcohol is not permitted in the Civic Center/CRC facilities unless you have provided proof of security. Security guards must be present entire time alcohol is being served.
  
4. Night and weekend use of the Beaumont Facilities will be by special arrangement only, with additional payment required for a City employee to be present in the building for the full length of your use.
  
5. A cleaning and damage deposit is required.
  
6. Events at the CRC that use the overflow parking lot at night will be required to rent a light tower for their event. The light must be turned off by 10pm.

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Print Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Responsible (must be 18 years of age)

*\*\*The City reserves the right to revoke this permit at any time\*\**

**YOUR DEPOSIT IS REQUIRED TO RESERVE YOUR DATE. FEE BALANCE (IF APPLICABLE) WILL BE DUE AT TIME OF KEY PICK UP – CHECK OR CREDIT CARDS ONLY.**

Please initial to accept below terms:

**Staff: (Civic Center, CRC)**

\_\_\_\_\_ There will be a charge of \$20.00 per hour of use for a City employee to open the building, be present during your activity and to close the building when your activity is finished. **THIS EMPLOYEE IS NOT RESPONSIBLE FOR CLEAN UP.**

**Deposit:**

\_\_\_\_\_ A deposit to hold the facility is required of \$500.00 for the GYM: \$45.00 for the Meeting Rooms.

This deposit must be paid, and the application form submitted to reserve the date for your event

\_\_\_\_\_ \$500.00 cleaning deposit which is refundable when the facility is left clean and no damage occurs. If you do not clean the facility, and there are damages, your deposit will be retained to cover the cost, and you will be liable for any expenses incurred over and above the deposit paid. Cleaning includes the hallway and the restrooms.

**Security Guards:**

\_\_\_\_\_ Security Guards are required, the number to be determined by the Beaumont Police Department for Civic Center or CRC. (# of guards on all facility rentals are subject to approval by the Beaumont Police Department). Arrangements may be made with a private security firm. A copy of the contract must be provided to this office.

\_\_\_\_\_ **THE GUARD MUST BE LICENSED, BONDED AND IN UNIFORM.**

**Alcoholic Beverages:**

\_\_\_\_\_ Special arrangements can be made to sell alcohol in the Civic Center for nonprofit agencies with approval from the Community Service Department and /or the Chief of Police. **ALCOHOL IS NOT ALLOWED FOR PARTIES OF UNDER AGED PERSON(S) (21 & OLDER ONLY).**



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\_\_\_\_\_ If you plan to sell drinks, a one-day permit is required from ABC. You must first contact the Police Department for a letter to the ABC to obtain a permit. NOTE: ABC will not issue a permit to a private party, only nonprofit service clubs or organizations.

**Decoration and Set-Up:**

\_\_\_\_\_ Large events which may take longer to set up can make special arrangements beforehand. **If your event falls on a Saturday, and there is nothing scheduled in the gym on the Friday prior to the event, you may come in to set up between the hours of 8am-12pm for a flat rate of \$100.00.** You must be finished and out of the building by 12pm.

**Chairs and Tables:**

\_\_\_\_\_ The City has 150 - 200 chairs, and 25 6-foot tables. These are available free of charge. If additional are needed, you will need to rent them from another organization.

**Special Events:**

\_\_\_\_\_ By initialing you are stating you have read and are complying by all rules of the ordinance.

\_\_\_\_\_ **All Parties in the City facilities must end at 10:00p.m. There may be no alcohol served after this time. Everyone must be off the premises by 12:00am.**

**CANCELLATION:**

\_\_\_\_\_ Should the applicant desire to cancel the facility reservation, notification of the cancellation must be received no later than two weeks prior to the scheduled event. Should cancellation notice not be received by this time limit, a \$100.00 cancellation fee will be charged and taken from the deposit paid.

-----STAFF USE ONLY-----

Fees: \_\_\_\_\_

\_\_\_\_\_  
 Customer Service Coordinator

Date: \_\_\_\_\_

\_\_\_\_\_  
 Community Services Director

Date: \_\_\_\_\_

Received by \_\_\_\_\_  
 Date \_\_\_\_\_

Available :  YES  NO  
 In Book:  YES  NO  
 Staff Needed:  YES  NO