



# Indoor Facility Reservation Permit Form

City of Lathrop Parks, Recreation, & Maintenance Services  
15557 Fifth Street, Lathrop CA, 95330 | Phone: 209.941.7370  
[lathrop.recdesk.com/parksrec](http://lathrop.recdesk.com/parksrec)



## Instructions

- All sections must be filled out completely. Please print clearly.
- Deposits are due upon application submittal.
- All reservation requests must be made 30 days prior to the reservation date.
- All remaining permit fees are due in full within five (5) business days of application approval.

## Applicant Information

Applicant/Contact Name:

Organization Name:  
(If Applicable)

Non-Profit Status 501(c)(3): ☐  
Non-Profit EIN Number :

Address:

City:

State:

Zip:

Resident:

Primary Phone:

Cell Phone:

Email (Required):

## Rental Information

Facility Location:

SENIOR CENTER

(Select Your 8 Hour Time Block Between 10 AM - 10 PM )

8 Hour Rental Cost: \$800 / Resident Discount Price: \$480

Event/Rental Date Requested:

Event Detailed Description:

Name of D.J./Band (If Applicable):

Name of Catering Company (If Applicable):

Health Permit Included? ☐ Yes ☐ No

Layout Options:

☐ CLASSIC THEATER

☐ SOCIAL/FORMAL

☐ BUFFET STYLE

☐ D.J. with DANCE FLOOR

*\*Rental Includes: Tables, Chairs, Set up, Tear Down, Kitchen*

Insurance Provided:

☐ Yes

☐ No

## Check All That Apply

<input type="checkbox"/> Birthday Party	<input type="checkbox"/> Family Reunion	<input type="checkbox"/> Other (Please Specify):  Attendance Total: _____  Number of Children: _____  Number of Adult: _____
<input type="checkbox"/> Fund Raiser	<input type="checkbox"/> First Communion	
<input type="checkbox"/> Church Gathering	<input type="checkbox"/> Company Event	
<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Graduation Party	
<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Memorial	

## Office use Only

Date Application Received: _____	Application Fee: \$ 25	Receipt Number: _____
Received By: _____	Deposit Amount: \$ 250	
	Rental Amount: \$ _____	
	Total Due: \$ _____	

## Acknowledgement of Rental Policies and Procedures

By initialing below, I am acknowledging that I have read each of the policies and agree to adhere to them.

	<b>Alcohol Prohibited (Municipal Code 10.20.010)</b> We (I) understand that the consumption and possession of any alcoholic beverages are prohibited in all city parks and facilities.
	<b>Smoking Prohibited (Lathrop Municipal Code 12.30.030)</b> We (I) understand that smoking is prohibited at all parks, recreation areas, and city buildings.
	<b>Vehicular Access (Lathrop Municipal Code 10.20.010)</b> We (I) understand that <b>NO</b> vehicles are permitted in city parks at any time. No exceptions.
	<b>Cancellations</b> We (I) understand that <b>ALL</b> cancellations are subject to the \$25 application fee. Cancellations that are made more than sixty (60) calendar days prior the reservation will receive 100% refund. Cancellations made between sixty (60) and thirty (30) calendar days prior to the reservation shall receive 50% refund. Cancellations less than thirty (30) calendar days prior to reservation shall FORFEIT ALL FEES.
	<b>Deposits and Fees</b> We (I) understand that all deposits must be paid at the time application is submitted. All remaining permit fees are due in full within five (5) business days of application approval. Deposit are refundable as long as the rental adhered to all Rental Policies and Procedures and there are no damages assessed.
	<b>Decorations and Clean Up</b> We (I) understand that <b>confetti, stickers, and/or glitter</b> are not permitted. No duct tape, clear tape, staples, tacks, or hooks are permitted; only blue or white painters tape is allowed. <b>All tables must have table covering.</b> The renter is responsible for taking down all decorations and removing or disposing of them properly.
	<b>Damages</b> We (I) understand that during check-in the renter and city staff will walk through the facility and go over cleanliness, any prior damage, and room set-up before commencement of rental. If any damages are found at the completion of rental, the renter agrees that they will reimburse the City of Lathrop for all cost to repair the damages that exceed the deposit.
	<b>Insurance and Endorsement</b> We (I) understand that Insurance and an Endorsement is required at the renter's expense.
	<b>Security</b> We (I) understand that rentals expecting up to 100 people will require security at the renter's expense which is included in the rental cost. <b>(Please note a 1 security guard per 100 people ratio applies to all rentals).</b>
	<b>Catering</b> We (I) understand that if catered food will be provided, I must submit the caterer's health permit and the catering agreement. All paper work for catering must be turned in <b>15 days prior to reservation.</b> Caterer must also be made aware of Policies and Procedures. Food Trucks are not permitted at City parks at any time.

**General Liability Insurance:** The undersigned shall maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. Undersigned's general liability policies shall be endorsed to provide that City and its officers, officials, employees, agents, and Reclamation District 2062 shall be additional insureds under such policies with coverage at least as broad as ISO form CG 20 10 or CG 20 26.

**Indemnity/Hold Harmless Agreement:** Undersigned shall indemnify, defend, and hold harmless **the City, its officers, employees, agents, volunteers, and (Reclamation District 2062 for field rentals)** ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Undersigned's performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Undersigned's performance of this agreement, the Undersigned shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

**Communicable Disease Waiver and Release:** Undersigned waives and releases the City from any and all claims, causes of action, allegations, or assertions that may arise relating to infection of any person by COVID-19 or other communicable disease that occurs, or is alleged to occur, during the event. Undersigned also agrees to defend, indemnify, and hold City harmless from any and all claims, causes of action, allegations, or assertions made against City or City's employees arising from or relating to actual or alleged infection occurring during the event, except where caused by the sole negligence or willful misconduct of the City.

**Organizations:** I have read the Facility Use Policy and do hereby certify that I have been duly authorized by the above-named organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set for the herein and that we agree to observe all rules and procedures as stated.

**We (I) have read and fully understand the Policies and Procedures set forth by the City of Lathrop Parks, Recreation and Maintenance Services Department and agree to adhere to them. We (I) agree that failure to comply with the aforementioned Policies and Procedures will result in permit being revoked and forfeiture of all deposits and fees paid and the City of Lathrop Parks, Recreation and Maintenance Services Department may deny any future permit requests. Furthermore, we (I) hereby waive, release and discharge the City, its agents, volunteers, officers, and employees (hereinafter collectively "City") from any and all claims for damages for any loss, including but not limited to, personal injury, death, or property damage. This release is intended to discharge in advance the City from any and all liability arising out of or connected in any way, even though that liability may arise out of negligence or carelessness on the part of the released parties referenced as "City" above.**

\_\_\_\_\_  
Renter's Name

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

☐

Approved

☐

Denied

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