



City of Desert Hot Springs

11999 Palm Drive • Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

FACILITY USE PERMIT APPLICATION INSTRUCTIONS

You can complete the application online (see instructions below) or manually complete the attached application and return it with payment and documentation to Roberta Crncic (rcncic@cityofdhs.org).

Online completion of Facility Use Permit Application:

To access applications: click on this link <https://deserthotsspringsca.viewpointcloud.com/>, navigate to Miscellaneous Permits, choose the Facility Use Permit Application. (If you haven't already, you will need to create a login and password.)

Documentation Needed:

- Copy of Driver's License of responsible party
- Certificate of Insurance
- Tax Exemption Certificate from IRS (if not for profit)

Once the application is approved for review, you will receive an e-mail requesting payment. You can pay online with a credit card or bring a check or cash into the office. The fees are:

- \$500.00 refundable security deposit (just send an e-mail asking for your refund once your event is over)
- \$25.00 per hour (if not for profit) OR \$50.00 per hour (if private)

After fees are paid, it will go through a final review process. Once approved, you will receive an e-mail letting you know you can print your permit.

PLEASE NOTE THAT FACILITY USE PERMITS MUST BE SUBMITTED 45 DAYS PRIOR TO THE DATE OF THE EVENT



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FACILITY USE PERMIT APPLICATION CHECKLIST

This checklist is for your use only. Do not return with the application.

Required Documents:

Application (page 1 completed and page 6 signed).

Copy of Driver's License

Certificate of Insurance (see application for details)

- General Liability - \$1,000,000 per occurrence
- Property damage insurance - \$1,000,000
- City named as additional insured
- Evidence the use of the facilities

ABC Liquor License (if being served)

501(c)3 Non-Profit Certificate from IRS (if applicable)

Business License (if available)

Fees (profit)	
Refundable Security Deposit - \$500	
Hourly Rate: \$50.00 per hour x _____ hours	
TOTAL	

Fees (non-profit)	
Refundable Security Deposit - \$500	
Hourly Rate: \$25.00 per hour x _____ hours	
TOTAL	

Please note that application will not be accepted without receipt of all documentation and fees.



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FACILITY USE PERMIT APPLICATION

FACILITY USE PERMIT APPLICATION

For the Use of City Parks, Recreation and Community Facilities in Conjunction with Special Event permits

PLEASE READ RULES AND REGULATIONS

The City of Desert Hot Springs provides facilities for use by members of the public. Please respect the fact that these facilities are used by members of the public for various functions throughout the year. Therefore, it is essential that these facilities be kept clean and orderly.

All reservations and applications **must be submitted 45 days prior to the date of the event.**

RENTER'S FULL RESPONSIBILITY: The renter assumes full responsibility for the character, acts, and conduct of all persons admitted to the premises and for any/all damage to the facility.

REQUESTED FACILITY:

Cabot's Museum

Carl May Community Center

City Hall Amphitheater

City Hall Council Chambers

City Hall Lobby

City Hall Parking Lot

Constitution Park

DHS Recreation Center Gym

DHS Recreation Center Parking Lot

DHS Recreation Center Studio A

DHS Recreation Center Studio B w/kitchen

DHS Recreation Center Studio A/B w/kitchen

Frank Hodge Skate Park

John H. Furbee Aquatics Center

Tedesco Park

Lozano Community Center

Mission Springs Park

Mission Springs Park Parking Lot

Reflection Park

Rotary Park

Senior Center

Veteran's Memorial Park

Wardman Park

Wardman Park Large Ball Field

Wardman Park Little Ball Field

Wardman Park Tennis Courts

Applicant Name	
Applicant Street Address	
Applicant City, State, Zip Code	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	
Driver's License (a copy will be required for attachment)	
Organization (if applicable)	
Type of Organization (profit or non-profit)	
Activity Date(s)	
Time From (am/pm):	
Time To (am/pm):	
Purpose of Facility Use	
Number of Participants	

RULES AND REGULATIONS:

CARL MAY COMMUNITY CENTER / HENRY V. LOZANO COMMUNITY CENTER / CITY HALL / DHS RECREATION CENTER / SENIOR CENTER

1. DAMAGES: Renter assumes full responsibility for any damage done to equipment and/or building due to misuse, negligence and vandalism. If damage occurs, renter shall be billed for repairs and/or replacement.
2. No alcoholic beverages are allowed under any circumstances unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage should be in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed Facility Use Permit application is filed. Additional charges for the hourly rate of City (and Police if required) employees may apply. If after rental, the facility is not clean, the security deposit will not be returned, and future use of the facility will be prohibited.
4. KEYS: All keys must be returned to City Hall the next working day after the event.
5. KITCHEN: Kitchen must be cleaned after the event.
6. TABLES AND CHAIRS: Tables and chairs must be cleaned after the event.
7. DECORATIONS: Do not put staples, nails or scotch tape into/on walls, paneling or room dividers.

8. **INSURANCE REQUIREMENTS:** Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must be able to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance company with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
9. **SUPERVISION:** Renter must provide adequate supervision and provide one person in identified vest or uniform for every 100 people in attendance. Provide no less than one person for every 100 people in attendance, to remove ground trash and empty trash receptacles as they become full and immediately following the event.
10. The use of any property for staging and/or parking must have property owner approval.
11. The applicant is responsible for any illegal dumping and illegal parking, and all associated expenses.
12. The applicant is responsible for the proper clean-up and disposal of all trash and debris during and after the event, and all associated expenses.
13. **FIRE DEPARTMENT CONDITIONS** (if applicable): All Fire Department conditions must be followed.
14. **HEALTH DEPARTMENT CONDITIONS** (if applicable): All Health Department conditions must be followed.
15. **TRASH:** The applicant is responsible for the proper clean-up and disposal of all trash and debris during and after event, and all associated expenses:
 - Trash must be sorted and taken out to the dumpster after your event
 - Blue - aluminum cans/plastic bottles/paper, etc.
 - Green - organic/food waste-best to fill small bin on counter and take to dumpster individually
 - Trash - everything else
 - (see instructions posted near trash receptacles)
16. The applicant is responsible for notifying all affected businesses and commercial properties within the event area.
17. The applicant is responsible for the set-up and tear-down of all items for the event.
18. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If the Police Department receives noise complaints, they will instruct the person in charge to monitor their sound, and possible enforcement action may occur.
19. Vehicles/trailers may be towed if parked illegally or without permission.

FURBEE AQUATIC CENTER SWIMMING POOL:

1. DAMAGES: Renter assumes full responsibility of any damages to equipment and building, due to misuse and negligence. If damage occurs, the renter shall be billed for repairs and/or replacement.
2. No alcoholic beverages are allowed under any circumstances unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage should be in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed Facility Use Permit application is filed. Additional charges for the hourly rate of City (including Police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
4. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must be able to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance company with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
5. SUPERVISION: There will always be no less than two certified lifeguards on duty when the pool facility is being rented. Renters may supply certified lifeguards upon proof of valid certification. City certified lifeguards will be provided by City at full cost to the Renter. In the event that the City or Renter are unable to provide lifeguards for the facility, the event will be cancelled.
6. A maximum of 316 people inside the pool and pool area are allowed at any one time.
7. WAIVERS: If applicable, all participants are required to submit indemnification, holding the City harmless from any and all liability. Submit all documentation no less than ten days prior to the event.
8. FIRE DEPARTMENT CONDITIONS (if applicable): All Fire Department conditions must be followed.
9. HEALTH DEPARTMENT CONDITIONS (if applicable): All Health Department conditions must be followed.
10. TRASH: The application is responsible for the proper clean-up and disposal of all trash and debris during and after event, and all associated expenses:
 - Trash must be sorted and taken out to the dumpster after your event
 - Blue - aluminum cans/plastic bottles/paper, etc.
 - Green - organic/food waste-best to fill small bin on counter and take to dumpster individually
 - Trash - everything else
 - (see instructions posted near trash receptacles)

11. The use of property for staging and/or parking must have property owner approval.
12. The applicant is responsible for any illegal dumping and illegal parking, and all associated expenses.
13. The applicant is responsible for notifying all affected businesses and commercial properties within the event area.
14. The applicant is responsible for the set-up and tear-down of all items for the event.
15. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If the Police Department receives noise complaints, they will instruct the person in charge to monitor their sound, and possible enforcement action may occur.
16. Vehicles/trailers may be towed if parked illegally or without permission.

PARK RESERVATIONS:

1. DIGGING OR SOD REMOVAL: Do not dig or otherwise damage lawn areas. Renter is responsible for damage to trees and landscaping. The renter will be billed for repairs.
2. No alcoholic beverages are allowed under any circumstances unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance coverage should be in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed Facility Use Permit application is filed. Additional charges for the hourly rate of City (including Police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
4. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must be able to provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance company with an AM Best rating no less than A:VII and an admitted carrier in the State of California.
5. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned the next working day).
6. SUPERVISION: Renter must provide adequate supervision and provide one person in identified vest or uniform for every 100 people in attendance. Provide no less than one person for every 100 people in attendance, to remove ground trash and empty trash receptacles as they become full and immediately following the event.
7. BBQ: Do not pour grease on grass; Renter's deposit will not be returned.
8. POSTING: Do not staple or nail anything to the trees, park furniture or park identifying signage.

9. FIRE DEPARTMENT CONDITIONS (if applicable): All Fire Department conditions must be followed.
10. HEALTH DEPARTMENT CONDITIONS (if applicable): All Health Department conditions must be followed.
11. TRASH: The applicant is responsible for the proper clean-up and disposal of all trash and debris during and after event, and all associated expenses:
 - Trash must be sorted and taken out to the dumpster after your event
 - Blue - aluminum cans/plastic bottles/paper, etc.
 - Green - organic/food waste-best to fill small bin on counter and take to dumpster individually
 - Trash - everything else
 - (see instructions posted near trash receptacles)
12. The use of property for staging and/or parking must have property owner approval.
13. The applicant is responsible for any illegal dumping and illegal parking, and all associated expenses.
14. The applicant is responsible for notifying all affected businesses and commercial properties within the event area.
15. The applicant is responsible for the set-up and tear-down of all items for the event.
16. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If the Police Department receives noise complaints, they will instruct the person in charge to monitor their sound, and possible enforcement action may occur.
17. Vehicles/trailers may be towed if parked illegally or without permission.

FRANK HODGE SKATE PARK:

1. No alcoholic beverages are allowed under any circumstances unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance will be needed with a \$1,000,000 limit.
2. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed Facility Use Permit application is filed. Additional charges for the hourly rate of City (including Police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
3. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance with an AM Best rating no less than A:VII and an admitted carrier in the State of California.

4. FEES: BOUNCER: \$ 50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned by the next working day).
5. SAFETY GEAR: Renter attests that all safety requirements shall be followed.
6. FIRE DEPARTMENT CONDITIONS (if applicable): All Fire Department conditions must be followed.
7. HEALTH DEPARTMENT CONDITIONS (if applicable): All Health Department conditions must be followed.
8. TRASH: The applicant is responsible for the proper clean-up and disposal of all trash and debris during and after even, and all associated expenses:
 - Trash must be sorted and taken out to the dumpster after your event
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11. The applicant is responsible for notifying all affected businesses and commercial properties within the event area.
12. The applicant is responsible for the set-up and tear-down of all items for the event.
13. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If the Police Department receives noise complaints, they will instruct the person in charge to monitor their sound, and possible enforcement action may occur.
14. Vehicles/trailers may be towed if parked illegally or without permission.

PICKLEBALL/TENNIS COURTS:

1. No alcoholic beverages are allowed under any circumstances unless an ABC License has been applied for and issued by ABC. If alcoholic beverages are allowed, liquor liability insurance will be needed with a \$1,000,000 limit.
2. DEPOSITS: \$500.00 Security Deposit must be paid at the time the completed Facility Use Permit application is filed. Additional charges for the hourly rate of City (including Police if required), employees may apply. If after rental, the facility is not cleaned, the security deposit will not be returned, and future use of the facility will be prohibited.
3. INSURANCE REQUIREMENTS: Renter must provide evidence of general liability insurance coverage in the amount of \$1,000,000 per occurrence and property damage insurance

in the amount of \$100,000. The City shall be named as additional insured on the general liability policy and the policy shall evidence the use of City facilities. If applicable, all vendors must provide evidence of the same coverage, naming the City as an additional insured. Acceptable insurances shall be with an insurance with an AM Best rating no less than A:VII and an admitted carrier in the State of California.

4. FEES: BOUNCER: \$50.00 (the key for the electrical box can be picked up the Thursday before the event and must be returned the next working day).
5. FIRE DEPARTMENT CONDITIONS (if applicable): All Fire Department conditions must be followed.
6. HEALTH DEPARTMENT CONDITIONS (if applicable): All Health Department conditions must be followed.
7. TRASH: The applicant is responsible for the proper clean-up and disposal of all trash and debris during and after event, and all associated expenses:
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13. Vehicles/trailers may be towed if parked illegally or without permission.

RIGHT TO CHANGE RULES

THE CITY OF DESERT HOT SPRINGS RESERVES THE RIGHT, AT ANY TIME, TO MAKE CHANGES TO OR RESCIND ANY ONE OR MORE OF THESE RULES AND REGULATIONS OR MAKE SUCH OTHER AND FURTHER RULES AND REGULATIONS AS IN THE CITY'S DISCRETION MAY, FROM TIME TO TIME, BE NECESSARY FOR THE SAFETY, CARE AND CLEANLINESS OF THE PREMISES.

AGREEMENT

I hereby certify that I (renter's name), _____, am an authorized representative of said organization and that the information provided is true and correct. I will be responsible for any damage or unnecessary abuse of building or equipment on rental site premises. I agree to indemnify, defend and hold the City of Desert Hot Springs, its employees, officers, agents and volunteers harmless and free from liability of any nature arising from the use of City rental facilities including reimbursement of any legal fees incurred in the defense of such claims. I certify that I have read the Rules and Regulations of this form, and hereby agree to abide by all rules and enforce the same.

Signature

Date

For insurance, contact:

Allstate Insurance

10005 Palm Canyon
Suite 104
Palm Springs, CA 92264
Contact: Chris Nayfack or
Brian Nayfack
Phone: 760-320-1973

BAF Insurance Services

Contact: Bonnie Freidin
Phone: 760-251-2008
E-Mail: bafins2@verizon.net

GLH Insurance

11924 Palm Drive #1
Desert Hot Springs, CA 92240
Contact: Guy Hann
Phone: 760-329-2539

Facility Rental Mandatory Cleaning List

The City of Desert Hot Springs requires that any person or persons renting, reserving, or using any City facilities clean inside and outside of said facility after usage. The City facility must be returned in the same condition prior to the rental or use of said facility.

Cleaning List:

1. TURN OFF AIR CONDITIONING AND/OR HEATER.
2. TURN OFF ALL LIGHTS.
3. CLEAN AND RETURN ALL DISHES, CLEAN SINK.
4. WIPE DOWN COUNTERTOPS, APPLIANCES AND REMOVE ANY DEBRIS ON WALLS.
5. EMPTY GARBAGE.
6. CLEAN BATHROOMS.
7. REPLACE TABLES, CHAIRS ETC. TO POSITIONS AS BEFORE USE.
8. VACUUM ALL FLOORS.
9. EMPTY AND CLEAN REFRIGERATOR.
10. CLEAN ANY AND ALL TRASH OR DEBRIS FROM OUTSIDE OF THE BUILDING.

**THE ABOVE MUST BE ACCOMPLISHED AFTER EVERY USE
TO ENSURE RETURN OF SECURITY DEPOSIT.**

CITY OF DESERT HOT SPRINGS FACILITIES RENTAL FEES

PRIVATE AND NON-PROFIT USAGE FEES

Security Deposits

Security deposit is \$500.00

Hourly Rates

Profit - \$50.00 per hour

Non-profit - \$25.00 per hour (proof of non-profit status is required).



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FACILITY CLEANING CHECKLIST

To have your security deposit returned, please send an e-mail to Roberta Crcic (rcrcic@cityofdhs.org) with your request. Please allow 30 days from receipt of the request for your refund to be processed.

Any damage to the facility will be deducted from your security deposit.

After your event is over, please return this signed page to City Hall (Public Works-Judith Duenas), with the key, to ensure return of security deposit.

Applicant Name	
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Cleaning List:

Turn off air conditioning and/or heater.

Turn off all lights.

Clean and return all dishes; clean sink;

Wipe down countertops, appliances and remove any debris on walls.

Empty garbage.

Clean bathrooms.

Replace tables, chairs, etc. to positions as before use.

Vacuum all floors.

Empty and clean refrigerator.

Clean any and all trash or debris from outside of the building.

Name (printed)

Signature

Date

The above must be accomplished after every use.