



# City of Desert Hot Springs

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

## DHS RECREATION CENTER GYMNASIUM RENTAL APPLICATION CHECKLIST

### Required Documents:

Application

Copy of Driver's License/State I.D.

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

RENTAL FEES FOR PROFIT ORGANIZATIONS		
Usage	Duration	Fee
Tournament	Weekend 4 hour maximum	\$130 per hour
Practice	1 hour minimum	\$130 per hour

RENTAL FEES FOR NON-PROFIT AND LOCAL ORGANIZATIONS		
Usage	Duration	Fee
Tournament	Weekend 4 hour maximum	\$100 per hour
Practice	1 hour minimum	\$100 per hour

DEPOSIT FEES		
Usage	Duration	Fee
Tournament	Weekend 1 day	\$500
Tournament	Weekend 2 days	\$1,000
Practice	Per Day	\$50

Attendance is limited to the number of people listed on maximum occupancy posted for the building. If attendance exceeds this amount, your event will be stopped, and attendees will be asked to leave.

All pricing is subject to change at any time without prior notification.

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



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## **DHS RECREATION CENTER GYMNASIUM RENTAL APPLICATION**

### **For the Use of the DHS Recreation Center Gymnasium**

#### **RESERVATIONS**

A completed facility application and security deposit is required when a reservation is made. Deposits will be refunded in full approximately 1-2 weeks after the event, if facility is left clean and undamaged as outlined in the rules and regulations. Rental fees are due no later than two weeks before the event start date. If the event is requested within a two-week period, all fees are due upon reservation. Rentals are on a first come, first served basis.

Persons 21 years of age and older may complete the facility use application and use the facility. All persons must have a valid state ID. Rental is available Thursday and Friday evenings from 6:00 pm to 9:00 pm for practices and on weekends from 7:00 am to 5:00 pm for tournaments.

#### **GENERAL FACILITY USE**

A Desert Hot Springs Recreation staff member will be on duty and will monitor for general conduct in the facility. He/she has the authority to enforce rules governing the building including contacting the authorities for misconduct. The staff will set-up the gym based on the sport activity as described in the application. Please do not move equipment. Ask the staff person(s) for assistance if a change is needed. Equipment available for usage are as listed:

- 2 portable basketball score boards
- 2 small audience benches
- 26 six (6) foot tables
- 40 fold up chairs
- 1 volleyball net

There is no additional charge to use such items. Any damage to these items will be deducted from your deposit. If damage costs exceed the amount of your deposit, you are fully liable for the complete cost of replacement.

No signs, banners, or like kind are permitted on the walls. Your attendees may want to award the winning teams/individuals in forms of glitter, confetti, or balloons. These items are prohibited in the facility.

**Facilities are available for sporting events only.** No other activities will be permitted use of the facility. Accepted indoor sports are: basketball, volleyball, indoor soccer, cheerleading, and gymnastics. No equipment, mats, balls etc. will be provided. For gymnastics and cheerleading, mats are required for use of the facility.

**Snack Bar items are restricted to only pre-packaged items. Perishable items are not allowed.**



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## DHS RECREATION CENTER GYMNASIUM RENTAL APPLICATION

Applicant Name	
Applicant Street Address	
Applicant City, State, Zip Code	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	
Driver's License	
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	

### **REGULATIONS AND REASONS FOR LOSS OF DEPOSIT**

Initials	
	If your event is cancelled seven (7) days or less prior to the date of the event, the security deposit is forfeited.
	If law enforcement is called for a disturbance at your event, your deposit is forfeited, all rental fees forfeited and the possibility of your event ending prematurely occurs.
	Alcohol, smoking of any like kind and all illegal substances are strictly prohibited.
	If your event extends past the times listed on your application, your deposit is forfeited.
	If your event ends early, no prorated refunds will be given.
	If the facility is left in an unacceptable condition, all or a portion of your deposit will be forfeited. If damages are beyond the normal wear and tear, future use of the gymnasium may be denied.

**INSURANCE REQUIREMENT**

The Desert Hot Springs Recreation Center requires Certification of General Liability Insurance naming the City of Desert Hot Springs and the Desert Hot Springs Recreation Center, 11750 Cholla Drive, Suite A, Desert Hot Springs, CA 92240 as an additional certificate holder. The acceptable amount of coverage is a minimum of \$1,000,000 per occurrence for property damage, with a certificate of coverage provided fourteen (14) days prior to scheduled event. Insurance is mandatory. "No Exceptions." Failure to comply will result in immediate cancellation.

The City of Desert Hot Springs and the Desert Hot Springs Recreation Center and all of its affiliates are not responsible for accidents, injury or loss of group or individual property and you waive any rights to legal claims against these entities and agree to indemnify these entities from any such losses that they may incur as a result of your use of the facility.

In signing this agreement, I certify that I have read and understand the facility rules and instructions and I (and my organization) will abide by all conditions set forth therein.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date