



# 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 Lynne A. Paul, Public Works Management Analyst ([lpaul@cityofdhs.org](mailto:lpaul@cityofdhs.org)).

### Online completion of Facility Use Permit Application:

To access applications: click on this link <https://deserthotspringsca.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 me 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

Fire Department Permit (if applicable)

ABC Liquor License (if being served)

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

Business License (if available)

<b>Fees (profit)</b>	
Refundable Security Deposit	\$500.00
Hourly Rate: \$50.00 per hour x _____ hours	
<b>TOTAL</b>	

<b>Fees (non-profit)</b>	
Refundable Security Deposit	\$500.00
Hourly Rate: \$25.00 per hour x _____ hours	
<b>TOTAL</b>	

**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 application **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	Recreation Center
Carl May Community Center	Recreation Center Parking Lot
City Hall Amphitheater	Reflection Park
City Hall Council Chambers	Rotary Park
City Hall Lobby	Senior Center
City Hall Parking Lot	Sgt. Hodge Skate Park
Constitution Park	Tedesco Park
John H. Furbee Aquatics Center	Veteran's Memorial Park
Lozano Community Center	Wardman Park
Mission Springs Park	Wardman Park Pickleball/Tennis Court
Mission Springs Park Parking Lot	Wardman Park Basketball Court

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**

1. DAMAGES: Renter assumes full responsibility for any damage done to equipment and/or building due to misuse, negligence and vandalism. If damages occur, 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 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 the City Hall the next working day after the event.
5. KITCHEN: Kitchen must be cleaned after the event.
6. DAMAGES: Renter assumes full responsibility for any damage done to equipment and/or building due to misuse, negligence and vandalism. If damages occur, renter shall be

billed for repairs and/or replacement.

7. 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 in the amount of \$1,000,000 limit.
8. 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.
9. KEYS: All keys must be returned to the City Hall the next working day after the event.
10. KITCHEN: Kitchen must be cleaned after the event.
11. TABLES AND CHAIRS: Tables and chairs must be cleaned after the event.
12. DECORATIONS: Do not put staples, nails or scotch tape into/on walls, paneling or room dividers.
13. 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.
14. 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.
15. The use of any property for staging and/or parking must have property owner approval.
16. The applicant is responsible for any illegal dumping and illegal parking, and all associate expenses.
17. The applicant is responsible for the proper clean-up and disposal of all trash and debris during and after event, and all associated expenses.
18. FIRE DEPARTMENT CONDITIONS (if applicable): All Fire Department conditions must be followed.
19. HEALTH DEPARTMENT CONDITIONS (if applicable): All Health Department conditions must be followed.
20. 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.
21. The applicant is responsible for notifying all affected businesses and commercial properties within the event area.

22. The applicant is responsible for the set-up and tear-down of all items for event.
23. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If Police Department received noise complaints, they will instruct the person in charge to monitor their sound, and possible enforcement action may occur.
24. 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, 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 in the amount of \$1,000,000 limit.
3. DEPOSITS: \$500.00 Security Deposits 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 be no less than two certified lifeguards on duty at all times when the pool facility is being rented. Renter 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 applicant is responsible for the proper clean-up and disposal of all trash and

debris during and after event, and all associated expenses.

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 event.
15. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If Police Department received 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. 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 in the amount of \$1,000,000 limit.
3. **DEPOSITS:** \$500.00 Security Deposit Deposits 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.
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 event.
16. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If Police Department received 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 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 Deposits 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 to 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 event, and all associated expenses.
9. The use of property for staging and/or parking must have property owner approval.
10. The applicant is responsible for any illegal dumping and illegal parking, and all associated expenses.
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 event.
13. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If Police Department received 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 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 Deposits 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 to 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.
8. The use of property for staging and/or parking must have property owner approval.
9. The applicant is responsible for any illegal dumping and illegal parking, and all associated expenses.
10. The applicant is responsible for notifying all affected businesses and commercial properties within the event area.
11. The applicant is responsible for the set-up and tear-down of all items for event.
12. The sound system that will be used will need to be limited to not affect any commercial or residential neighboring properties. If Police Department received noise complaints, they will instruct the person in charge to monitor their sound, and possible enforcement action may occur.
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 IN OR RESCIND ANYONE 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](mailto: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 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**

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Security deposit is \$500.00

##### **Hourly Rates**

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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 [lpaul@cityofdhs.org](mailto:lpaul@cityofdhs.org) with your request. Please allow for 30 days from the receipt of the request for your refund to be processed.

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

Applicant Name

### 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 building.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The above must be accomplished after every use.