



# Tahoe City Public Utility District

PO Box 5249, 221 Fairway Drive  
Tahoe City, CA 96145 (530) 580-6279 FAX (530) 583-1475

FEE \_\_\_\_\_ PERMIT # \_\_\_\_\_

## APPLICATION AND AGREEMENT FOR USE OF DISTRICT FACILITIES

\*\*\*MINIMUM 2 HOUR RENTAL\*\*\*

Date of Event: \_\_\_\_\_ Activity Time: \_\_\_\_\_ to \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: (day) \_\_\_\_\_ (Home) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Is special set-up required: \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, please draw diagram of desired room set-up and attach to application)

Estimated attendance - Total Number \_\_\_\_\_ Adults \_\_\_\_\_ Minors \_\_\_\_\_

Type of Organization: \_\_\_\_\_ Government \_\_\_\_\_ Non-profit \_\_\_\_\_ Private \_\_\_\_\_ Profit

Non-profit number: \_\_\_\_\_ Open to general public? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will there be any collection of money (admission, donation)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, proceeds are for: \_\_\_\_\_

Will alcoholic beverages be \_\_\_\_\_ served? \_\_\_\_\_ sold? If sold, liquor license # \_\_\_\_\_

Liability Insurance Carrier \_\_\_\_\_

Policy # \_\_\_\_\_ Amount of coverage \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Please include a copy of the Insurance Declarations page showing the above information.**

### FACILITY REQUESTED

#### COMMONS BEACH

- Group BBQ Area
- Amphitheater
- East Vista \*
- West Vista \*
- Parking Lot \*
- Beach Area \*

#### KILNER PARK

- Group Picnic Area
- Tennis Courts  Lights
- Sand Volleyball Court

#### SKYLANDIA PARK

- Group Picnic Area
- Open Park Area

#### TRAIL SYSTEMS

- Bike Trails
- Lakeside Trail

**\* Require Director Approval**

#### ATHLETIC FIELDS/FACILITIES

- TLS - Fenley Field
- TLS - Conners Field Lights
- NTHS Softball Field Lights
- NTHS Bechdolt Field Lights
- NTHS Tennis Courts
- Pomin Park
- Rideout Community Center
- Prep

#### RIDEOUT COMMUNITY CENTER

- Gym
- Commercial Kitchen
- Gym & Kitchen
- Classroom #5
- Classroom #7
- Classroom #8
- Cubby Play House
- Entire Building

#### TAHOE COMMUNITY CENTER

- Upstairs

#### TCPUD ADMIN. BLDG.

- Board Room

#### FAIRWAY COMMUNITY CENTER

- Lakeview Room
- Lakeview Room w/ Kitchen
- Tessie Room
- Kitchen
- Entire Building

#### HIGHLANDS COMMUNITY CENTER

- Outdoor Only \*
- Entire Facility \*
- Entire Facility \*

#### OPTIONAL SERVICES (Indoor Facilities Only)

# tables  # chairs # tables

Renter's Signature: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ Date: \_\_\_\_\_

TCPUD Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For TCPUD use only

_____ Deposit	\$ _____ Amount	_____ Event Insurance, Item 3 on Back
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## CONDITIONS FOR USE OF FACILITY - RULES AND REGULATIONS

THE PERSON WHO FILLS OUT THIS APPLICATION FOR ANY PERSON OR GROUP APPLYING FOR THE USE OR RENTAL OF RECREATIONAL FACILITIES IS RESPONSIBLE FOR THE FOLLOWING:

1. Complete ALL sections of the application. Incomplete applications will not be processed.
2. To the fullest extent permitted by law, Applicant agrees to be solely responsible for any and all injuries, damages, and claims to persons or property arising out of its use of the District's facilities, except for any such claims arising out of the sole negligence or willful misconduct of the District or its directors, officers, employees, or authorized volunteers. Applicant agrees to defend, hold harmless, and indemnify the District, its directors, officers, employees, or authorized volunteers against any and all such injuries, damages, and claims. This indemnification agreement shall not be restricted to any insurance proceeds. Initial: \_\_\_\_\_
3. When requested, Applicant shall provide and maintain general liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate, if used) for bodily injury, personal injury and property damage arising out of the activities and properties as described herein. Coverage shall include contractual liability covering the Applicant's obligations in provision 2. Coverage shall not be limited in any way with respect to host liquor liability coverage. The general liability coverage shall give the Tahoe City Public Utility District, its directors, officers, employees, or authorized volunteers insured status using ISO endorsement CG2026 or equivalent. Applicant shall provide the District with a certificate of insurance and additional insured endorsement before scheduled use. Any insurance, self-insurance or other coverage maintained by the District, its directors, officers, employees, or authorized volunteers shall not contribute to it. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-VII, or equivalent, or as otherwise approved by the District. FAX insurance certificate to the District. at 530.583.1475. Initial: \_\_\_\_\_
4. Applicant shall insure, or be a qualified self-insured, with respect to the applicable laws relating to workers' compensation coverage (California Labor Code Section 3700), all of Applicant's employees working on or about the District's facilities. Applicant shall provide the District with a certificate of Workers' Compensation and Employer's Liability insurance coverage to be placed with a carrier with an A.M. Best rating of no less than A-VII, or equivalent, or as otherwise approved by the District. The employer's liability limit shall be in the amount of at least \$1,000,000 per accident for bodily injury and disease. Initial: \_\_\_\_\_
5. Fees may be forfeited if the reservation is canceled within two (2) weeks prior to use date. Reservations are taken on a first-come, first-served basis and are not confirmed until the security/cleaning deposit has been paid. Initial: \_\_\_\_\_
6. All fees, insurance forms, ABC permits (all applicants must comply with the State Alcoholic Beverage policy if alcoholic beverages are to be sold) are due two (2) weeks prior to date of event. If the above is not received by the required date, reservations may be canceled. Initial: \_\_\_\_\_
7. Keys may be picked up from our office, located at 221 Fairway Drive in Tahoe City, between 8:00 am and 4:30 pm, one working day prior to your event. Keys must be returned to our office (or night drop box located outside the front door) by the first business day after your event. If they are not, the user's deposit will not be returned. Ongoing groups or individuals that have keys checked out to them are responsible for using those keys ONLY at the times they are scheduled to use the building. If you use the building on days when you are not scheduled, your group may be revoked from further use of District facilities. Initial: \_\_\_\_\_
8. All Tahoe City Public Utility District facilities have rules posted, which must be strictly adhered to. **AMPLIFIED MUSIC IS NOT ALLOWED AT ANY EVENTS. No cars are allowed past the parking lot at Commons Beach or past the turnaround at Skylandia Park.** Any of these will result in the loss of your deposit. Initial: \_\_\_\_\_
9. The application for the use of recreational facilities must be submitted at the time of reservation to qualify for special set-up, take-down and other event requests. If you are requesting set-up/take-down arrangements, you must submit a diagram indicating desired room set-up. Initial: \_\_\_\_\_
10. Usage must be within the allotted time permitted. Applicants must include on the application the entire time needed for the event, set-up time and clean-up time. The facility must be vacated by the designated closing time. Initial: \_\_\_\_\_
11. A security/cleaning deposit of \$250-\$1,000 is required. The facility must be left in good condition, i.e., chairs and tables wiped off and put away, trash taken out, floors vacuumed, bathrooms cleaned (if used), building locked up and keys returned. If additional clean-up is necessary after the group has vacated the facility, all or a portion of the deposit will be retained and the user charged for all extra costs. Deposit refunds will be processed within 14 days of the date of the event. Initial: \_\_\_\_\_
12. Applications are not transferable. A new application must be filled out each time the facility is being rented.
13. The District reserves the right to impose any requirements felt necessary after a review of this application. Should the TCPUD believe that there is a potential danger to persons on property, or a violation of local, state and/or federal laws or TCPUD regulations, based on activities at a given function, then TCPUD reserves the right to terminate the function immediately or while it is in progress. All fees must be paid for facility use up to the time of termination. Initial: \_\_\_\_\_

APPLICANT'S AGREEMENT: I certify that I have read the "Conditions for Use of Facility/Rules and Regulations" and will abide by the rules and regulations of the TCPUD Department of Parks and Recreation. PLEASE SIGNIFY YOUR UNDERSTANDING OF THE ABOVE POLICIES BY SIGNING THE FRONT OF THIS FORM. THIS APPLICATION CANNOT BE APPROVED WITHOUT YOUR SIGNATURE.