



City of Redlands – Recreation Division

Facility Rental Application

111 W Lugonia Avenue, Redlands, CA 92374

(909) 798-7572



**STEP ONE—INFORMATION**

Application Date: \_\_\_\_\_ Date(s) of Use: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your Email (required) \_\_\_\_\_

Alternate Contact:

Name, Phone, Email

**STEP TWO—EVENT**

Type of Event :  Meeting  Birthday  Family Gathering  Reception  Shower  Wedding

Other/Notes \_\_\_\_\_

# of Attendees: \_\_\_\_\_ Alternate Date Choices: \_\_\_\_\_

*Your rental time includes the time you need to set up before and clean up after your event. Rental rates are by the hour during regular business hours of each individual facility. Block date rentals include a set block of times (4 hours, 6 hours, etc). You may need to end your event 20 to 30 minutes before your rental time expires to allow time for clean up.*

Total Number of Hours: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ See Rental Information Sheet for hourly rates.

OR

Friday/Saturday Block Date Hours:  4  6 (  12 Carriage House Only)

**STEP THREE—DETAILS**

**Will alcohol be served?** \_\_\_\_\_ Y/N If yes, you will need to fill out an additional application. Please ask staff member for this form. Once approved, provide this information to Risk Management for your Certificate of Insurance.

**Will food be served?** \_\_\_\_\_ Y/N If yes, choose option below.

**FOOD OPTION A** \_\_\_\_\_ You may serve food in the room. We can provide tables for food. You may bring food serving warmers and/or coolers. You will need to provide your own ice and/or warmers and serving dishes and utensils.

**FOOD OPTION B** \_\_\_\_\_ You may rent the kitchen at an additional fee of \$54. Kitchen(s) have refrigeration, sink, microwave, counter space and a commercial ice machine. Kitchen has serving window.

*There is no cooking allowed in kitchens. Kitchens are for arranging and serving prepared foods. We do not provide table linens, flatware, drinkware or tableware, serving-ware or serving dishes.*

*Tables and chairs are included with your rental. There is an optional \$20 set-up/break down fee. You will receive a room template during your walk-through that can be filled out with your exact layout requirements. You may also rent your own tables and chairs if you prefer.*

\* NOTE: Carriage House Rental includes entire kitchen at no extra fee. No ice machine.

**Will you have vendors (DJ's, Photo, etc) performing services during your event ?** \_\_\_\_\_ Y/N If Yes, please see staff for more details.

**STEP FOUR—FACILITY**

Redlands Community Center—111 W Lugonia Avenue

Multipurpose Room  Gymnasium  Conference Room  Game Room  Racquetball  Kitchen  
 Classroom  Dance Studio  Entire Building

Redlands Community Senior Center— 111 W Lugonia Avenue

Multipurpose Room  Grand View Room  Lugonia Room  Kitchen  Entire Building

\*Joslyn Senior Center—21 Grant Street

Auditorium  Lounge  C-1  C-2  Kitchen

Carriage House and Outdoor Pavilion—1352 Prospect Drive

Entire Carriage House, Outdoor Pavilion and Grassy Area

*\*Joslyn Senior Center temporarily closed to rentals at this time.*

All requests to serve alcohol must be submitted in using the approved applications, approved by the Facilities and Community Services Director, and must include such endorsements within the Certificate of Liability Insurance for the specified event. The party must designate and identify one person twenty-one (21) years of age or older and who will not consume alcohol during the event, to monitor alcohol consumption, and ensure that all alcoholic beverage consumption laws and facility rules are followed. Additionally, alcohol must be consumed in the pre-approved designated area as outlined in the application. Failure to comply may result in law enforcement being called and the termination of the event with forfeiture of all deposits and fees. Additional fees may be imposed if deemed necessary by the Recreation Supervisor.

Designated alcoholic beverage consumption area: \_\_\_\_\_ (name of room(s) rented)

Applicant hereby acknowledges that he/she understands, and will comply with all rules pertaining to use of the Redlands Community Center/Redlands Community Senior Center facilities. Applicant hereby assumes all responsibility to leave the facility in as neat and clean condition as found. All payments and deposits are due, in full, two weeks prior to the event date in order to secure the reservation. All cancellations must be made 14 days in advance of the reservation date. All refunds, except cleaning deposit, shall be subject to a ten percent (10%) administrative fee. The cleaning fee will be reduced by \$20.00 per hour for staff clean-up. Applicant agrees to defend, hold harmless and indemnify the City of Redlands from any and all liability, except for that liability arising as a result to the sole negligence of the City, for the injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damages to any room, equipment and/or furniture owned or controlled to the City, which results from the activity of applicant for is caused by a participant in said activity. Applicant acknowledges that this reservation is subject to immediate cancellation by any Police Officer or agent of the City of Redlands upon determination of a violation of the Redlands Municipal Code or in times of declared emergencies. I/We agree to abide by and enforce the rules and regulations of the City of Redlands and verify that I/We have read the above rules and regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date