

Reservations: Reservations are made on a first come, first serve basis. A facility agreement must be completed and approved by a Recreation Division Program Specialist. Rental deposits must be paid in full at time of booking and certificates of insurance must be submitted within forty-eight (48) hours of booking. All remaining fees must be paid within fourteen (14) days prior to the reservation date, or your application will be canceled. Long term facility rental agreements may be negotiated through the Redlands City Council.

Refunds: All cancellations must be made fourteen (14) days in advance of the reservation date. All refunds, except the security deposit, shall be subject to a ten dollar (\$10.00) administrative fee.

Security Deposit: A refundable cleaning and security deposit of \$200.00 shall be required of all reservations, and paid in full at the time of booking. The deposit will be refunded in approximately two weeks after the rental date(s) if all facilities are unharmed, appropriately clean, and vacated at the contracted time.

Insurance Information: Before a rental can be confirmed, all applicants must secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City. Certificates with endorsements evidencing such coverage must be provided to the City. Please contact the City of Redlands Human Resources Department/Risk Management with any questions regarding this insurance provision or to procure such insurance from the City of Redlands at (909) 798-7514.

- *Worker’s Compensation and Employer’s Liability* insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.
- *Comprehensive Commercial General Liability* insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and **name the City as additional insured**. Please note that Three million dollars (\$3,000,000) aggregate for projects with greater exposure.

Group 1: City of Redlands’ Public Agencies – City personnel on departmental, city, or regional business; City-sponsored groups, Councilmembers, Council-appointed commissions, committees, and task forces; public agencies with reciprocal agreements. **There is no fee or security deposit required.**

Group 2: Redlands Registered Nonprofit Organizations and Community Groups – Registered nonprofit or charitable groups with registered nonprofit status with the State of California, complete with tax exempt identification number. Proof of non-profit status is required.

- **Facility reservations** must offer free membership and be open to the general public. There is no fee. Security deposit is required.
- **Park and field reservations** must offer organized youth sports in which all participants are under 18 years of age. Fees are listed below. Security deposit is required.

Group 3: Other Community Groups, Individuals, or Businesses – Groups soliciting donations or charging admission, or sponsoring or conducting activities closed to the general public. **Hourly fees are listed below. Security deposit is required.**

Community Senior Center	Joslyn Senior Center	Redlands Community Center	Tennis Courts & Field Rentals
Please note that a \$20.00 per hour staff attendant fee will apply to billable reservations for hours outside of the applicable normal hours of operation. Room set-up fee of \$20.00 per hour will be charged for set up and break down of all equipment.			Call-out fee of \$40.00 per hour applies to incidents requiring staff to visit park during reservation.
Multipurpose Room – \$25.00/hr 1,932 square feet (Dining: 105, Assembly: 200)	Auditorium – \$25.00/hr 2,630 square feet (Dining: 118, Assembly: 253)	Multipurpose Room – \$25.00/hr 1,848 square feet (Dining: 135, Assembly: 285)	Texonia Park Soccer/Football Fields (Divided in to North A, North B, and South)
Grand View Room – \$25.00/hr 264 square feet (Dining: 25, Assembly: 35)	Lounge – \$25.00/hr 542 square feet (Dining: 25, Assembly: 35)	Large Classroom – \$25.00/hr 1,517 square feet (Dining: 90, Assembly: 200)	Orangewood Fields Baseball/Softball Fields (Divided in to Orangewood North & South)
Lugonia Room – \$25.00/hr 836 square feet (Dining: 25, Assembly: 35)	C-1 – \$25.00/hr 665 square feet (Dining: 25, Assembly: 35)	Gymnasium – \$61.00/hr 7,650 square feet (Dining: n/a, Assembly: 400)	Clement Fields Baseball/Softball & Football/Soccer Fields (Divided in to Clement East & West, and Football)
Kitchen – \$51.00 1,339 square feet (Single fee per reservation)	C-2 (Computer Lab) – \$25.00/hr 556 square feet (Dining: 25, Assembly: 35)	Conference Room – \$15.00/hr 204 square feet (Dining: 8, Assembly: 12)	Brookside Park Football/Soccer Field (Divided in to Brookside East & West)
	Kitchen – \$51.00 578 square feet (Single fee per reservation)	Game Room – \$25.00/hr 1,850 square feet (Assembly: 40. Equipment is included.)	Hourly rates for the fields are as follows: Group 2: \$10.00/hr per field (add. \$15.00/hr with lights per field) Group 3: \$20.00/hr per field (add. \$30.00/hr with lights per field)
		Racquetball – \$20.00/hr 882 square feet each (Equipment is included when available.)	
		Kitchen – \$51.00 204 square feet (Single fee per reservation)	Tennis Courts at Ford Park
Entire Building – \$707.00 for 1 to 4 hours. \$51.00 for each add. hour. (Dining: Refer to above, Assembly: 650)	Entire Building – \$707.00 for 1 to 4 hours. \$51.00 for each add. hour. (Dining: Refer to above, Assembly: 650)	Entire Building – \$707.00 for 1 to 4 hours. \$51.00 for each add’l hr. (Dining: Refer to above, Assembly: 650)	Lights are coin-operated 25¢/15min



City of Redlands – Recreation Division
 Facility and Field Request Application
 111 W. Lugonia Ave. Redlands, CA 92374(909) 798-7579



Application Date: _____ **Group (circle) :** #1 #2 #3

Name of Organization: _____ **Tax-Exempt ID:** _____

Contact Person: _____ **Phone Number:** _____

Cell Number: _____ **Email Address:** _____

Street Address: _____

City, State: _____ **Zip:** _____

Select A Reservation Site			
Community Senior Center	Joslyn Senior Center	Redlands Community Center	Tennis Courts and Fields
<input type="checkbox"/> Multipurpose Room	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Multipurpose Room	<input type="checkbox"/> Texonia Park, North A
<input type="checkbox"/> Grand View Room	<input type="checkbox"/> Lounge	<input type="checkbox"/> Large Classroom	<input type="checkbox"/> Texonia Park, North B
<input type="checkbox"/> Lugonia Room	<input type="checkbox"/> C-1	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Texonia Park, South
<input type="checkbox"/> Kitchen	<input type="checkbox"/> C-2	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Brookside Park, East
<input type="checkbox"/> Entire Building	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Game Room	<input type="checkbox"/> Brookside Park, West
<input type="checkbox"/> Entire Building	<input type="checkbox"/> Entire Building	<input type="checkbox"/> Racquetball	<input type="checkbox"/> Clement Softball, East
		<input type="checkbox"/> Kitchen	<input type="checkbox"/> Clement Softball, West
		<input type="checkbox"/> Entire Building	<input type="checkbox"/> Clement Football
Room Set Up: Please indicate your table style preference, quantity of tables and quantity of chairs below. Please indicate how you would like to have the room set-up (Attach a drawing on a separate form provided by the Center).			<input type="checkbox"/> Orangewood, North
<input type="checkbox"/> Round Tables Requested	<input type="checkbox"/> Rectangular Tables Requested	<input type="checkbox"/> Sound System	<input type="checkbox"/> Orangewood, South
<input type="checkbox"/> Chairs Requested	<input type="checkbox"/> Lectern w/microphone	<input type="checkbox"/> Scoreboard & Console – Gym only	<input type="checkbox"/> Ford Tennis Court
			<input type="checkbox"/> Number of courts requested
			<input type="checkbox"/> Clement Tennis Court
			<input type="checkbox"/> Number of courts requested
Select Date & Time			
Date(s) of Use: _____			
Time Requested: _____		End Time: _____	
Set Up (hr/min) : _____ Start Time: _____		Clean Up: Set Up (hr/min) : _____	
Nature of the Activity:			

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. **No alcohol** is to be provided or served on City of Redlands premises. 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: _____