



FACILITY RENTAL APPLICATION

Please print legibly in ink.

PART I. CONTACT INFORMATION

APPLICANT NAME	NON-PROFIT#
ORGANIZATION (if applicable)	
MAILING ADDRESS	
PHONE ()	FAX ()
EMAIL	
ALTERNATE CONTACT NAME	ALTERNATE'S PHONE ()

PART II. FACILITY, DATES & TIME REQUESTED

REFERRED BY:

SINGLE USE		RECURRING USE	
EVENT DATE		DAY OF WEEK	TIME am / pm to
START TIME am / pm		BEGINNING DATE	
END TIME am / pm		ENDING DATE	
include the amount needed for set up/clean up		CHECK ONE	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
TYPE OF EVENT:		ESTIMATED NUMBER OF ATTENDEES:	
COMMENTS:	<input type="checkbox"/> Banquet Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Conference Room 1 (Bridal Suite) <input type="checkbox"/> Conference Room 2 <input type="checkbox"/> Conference Room 3		

PART III. EVENT INFORMATION

1. Is this event for a minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Is this a catered event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Will EVWD be setting up tables and chairs?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will there be an admission charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Will you be using the kitchen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will anything be delivered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Will alcohol be served?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will there be items sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Serving Hours: (Maximum of 5 hours)	to
6. Will there be a DJ or band?	<input type="checkbox"/> Yes <input type="checkbox"/> No	*Additional Fee Associated - Refer to Part V. Fee Schedule	

If you answered yes to any of the above questions, please explain:

Acknowledgment: I hereby state that the information above is correct to the best of my knowledge and will acquire an alcohol license when required. **Applicant Initial:**

PART IV. ADDITIONAL ITEMS TO BE USED

1. Podium	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Plastic Chairs (up to 250)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
2. Overhead Projector*	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Banquet Tables 6' (up to 24)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
3. Microphone*	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Round Tables 60" (up to 25)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
4. Flags	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Cocktail Tables 32" (up to 10)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
5. Serpentine Bar with Black Drapes 7'	<input type="checkbox"/> Yes <input type="checkbox"/> No	*Additional Fee Associated — Refer to Part V. Fee Schedule		

PART V. SNRC FEE SCHEDULE

GROUP RATINGS

- A. An individual or group seeking permission to utilize the Facilities will be classified in one of the following groups. These classifications are used to establish 1) priority of use, 2) applicability of a fee, and 3) amount of the fee, if any. The priority groups are as follows:
- GROUP A Activities conducted and/or sponsored by East Valley Water District.
 - GROUP B Activities where District has partnered with the organization.
 - GROUP C Activities where the District has entered into an annual agreement for scheduled events
 - GROUP D Community Based Organizations: Activities where public agencies conduct official business, non-profit service organizations or organizations sponsoring a public forum or candidate's night, and District employees.
 - GROUP E Facility Rentals: Activities conducted by District residents for private use.
- B. Priority for use of the facility will be in alphabetical sequence, with GROUP A applicants receiving highest priority and GROUP E applicants the lowest priority.

	GROUP A	GROUP B	GROUP C ¹	GROUP D*	GROUP E*
BASIC CHARGES					
FACILITY USE (FLAT FEE)	NO CHARGE (NC)	\$400/EVENT	Agreement Specific	\$475/EVENT	\$1,175/EVENT
FACILITY USE RENTAL (HOURLY FEE)	NC	NC	Agreement Specific	\$90/HOUR ⁰	\$165/HOUR
SECURITY DEPOSIT	NC	\$100	\$100	\$100	\$200
ALCOHOL DEPOSIT**	NC	\$500	\$500	\$500	\$500

ADDITIONAL AMENITIES

SECURITY GUARD [†]	NC	\$29.85/HOUR	\$29.85/HOUR	\$29.85/HOUR	\$29.85/HOUR
MICROPHONE/PROJECTOR DEPOSIT	NC	\$50	\$50	\$50	\$50
FLAGS	NC	NC	NC	NC	NC
PODIUM	NC	NC	NC	NC	NC
TABLES AND CHAIRS SET-UP	NC	\$130	Agreement Specific	\$330	\$330

¹Groups C pricing will reflect specific agreement terms as authorized by the General Manager/CEO. *Groups D and E pay an hourly facility use fee in addition to the facility use flat fee. **A security guard(s) is required for events that are serving alcohol. ⁰ Hourly charge only applies for after-hours events. [†] Pass through fee based on vendor contract/6 hour minimum.

FEES & DEPOSITS

- A. To hold a date, a minimum deposit of 50% of the total fee must be made at the time of the reservation. The remaining balance must be paid 30 days prior to the reservation date. All fees are payable to East Valley Water District.
- B. All events require 50% of the total amount due that must be paid at the time of reservation. If the request for facilities is not approved, all initial deposit(s) will be returned within three (3) weeks of the denial.
- C. All facility use cancellations must be made by the Applicant at least ten (10) working days in advance of the scheduled event. Failure to do so may result in a 10% loss of the fees paid to reserve the facility or \$100, whichever is greater.
- D. Linens, cutlery and decorations are not included with the room rental fee.

PART VI. SIGNATURES

THE UNDERSIGNED hereby states, that (s)he is the person duly authorized to make and sign this application, and that (s)he has read and understands the Facility Use Policy of East Valley Water District. **APPLICANT INITIAL** _____

FURTHER, THE UNDERSIGNED ACCEPTS AND AGREES AS FOLLOWS: In consideration for the acceptance for use of the above facilities, Applicant hereby agrees to defend, indemnify, and hold harmless the East Valley Water District and its directors, agents, officers, employees, and volunteers, against any and all claims, demands, damages, costs, and expenses, including attorney’s fees, actions or liability whatsoever directly or indirectly arising out of or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant’s invitees. Applicant certifies that Applicant is authorized to act on behalf of and bind Applicant’s organization to the terms of this indemnification and hold harmless agreement.

INSURANCE: All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000) combined single limit and hold East Valley Water District harmless for any damage or injury. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.

- East Valley Water District must be named as “additional insured”.
- Must be submitted 30 days prior to event date

APPLICANT INITIAL _____

CLEAN-UP is the user’s responsibility. This includes wiping of table tops and chairs, picking up trash from the areas used during the event and disposing into proper receptacles, no trash left on restroom floors, wiping kitchen countertops and sweeping if necessary and, removal of all user-owned or leased (non-District owned) items; Storage is not provided at the Facility.

APPLICANT INITIAL _____

DEPOSIT REFUNDS will be processed within three to six weeks of event and will be sent in the form of a check to the applicant. In the event of damage, destruction or defacement, the applicant shall be liable for all expenses required to repair, restore, or replace the facility, its furnishing, or equipment to its original condition. Any costs associated with this will be taken out of the deposit. If the cost of damages is higher than the deposit, we will defer to the insurance policy for coverage.

APPLICANT INITIAL _____

ALCOHOL: The service of alcohol at any event is limited to a maximum of five (5) consecutive hours. Serving of any alcoholic beverage must end one (1) hour before the close of the event. All alcohol must be distributed by a server from behind a table or bar, which must be monitored by the server at all times. The server(s) must be an adult, over the age of 21 who is to be responsible for ensuring that no minors are served and that no guests are over-served. The server may not consume alcohol while on duty.

APPLICANT INITIAL _____

POINT OF CONTACT: Applicant will designate a person(s) to be the point of contact with onsite staff during the event.

APPLICANT INITIAL _____

PAYMENT: The remaining balance due must be paid 30 days prior to the reservation date.

APPLICANT INITIAL _____

NOTE: The District reserves the right to suspend use of a facility to those groups or individuals not complying with established rules and regulations.

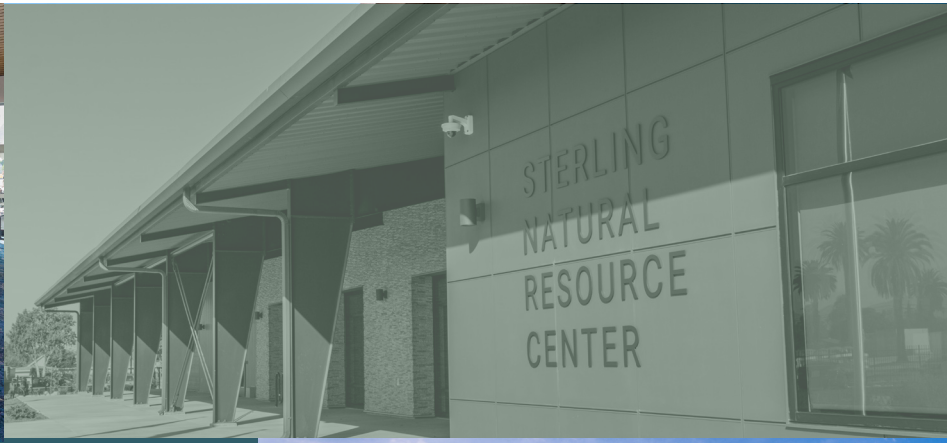
APPLICANT INITIAL _____

SIGNATURE OF APPLICANT _____ **DATE** _____

INTERNAL USE ONLY

Customer Account Number:	Invoice Number:
Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	Reviewed Policy: Yes No
Proof of Insurance due by:	Received: Yes No
Rental Deposit Received: \$	Final Payment: \$ Due by:
Alcohol Permit Needed: Yes No	Staff Signature:
Set Up Time: ___to___	Date:
Event Rental Time: ___to___	
Clean Up Time: ___to___	

LEADERSHIP | PARTNERSHIP | STEWARDSHIP



DISTRICT HEADQUARTERS

31111 Greenspot Road, Highland, CA 92346
(909) 889-9501 www.eastvalley.org