



# ROSSMOOR COMMUNITY SERVICES DISTRICT

3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

website: [www.rossmoor-csd.org](http://www.rossmoor-csd.org)

email: [rcsd@rossmoor-csd.org](mailto:rcsd@rossmoor-csd.org)



## APPLICATION FOR PICNIC AREA/ATHLETIC FIELD PERMIT

This application does not guarantee a reservation until approved by the General Manager or his/her designee and if applicable, the Board of Directors of the Rossmoor Community Services District or his/her designee. Please check the appropriate box(es) and indicate the facility requested.

ROSSMOOR RESIDENT: YES ☐ NO ☐ \* Facility and Field Brochures and User Procedures can be viewed on our website

☐ RUSH PARK ☐ Picnic Area A ☐ Picnic Area B ☐ Athletic Field: 1 2 3

☐ ROSSMOOR PARK ☐ Picnic Area A ☐ Picnic Area B ☐ Picnic Area C ☐ Athletic Field: 1 2 3

☐ Basketball Court ☐ Volleyball Court

☐ Special Use ☐ Other (Please Specify) \_\_\_\_\_ (Some picnics may require an attendant)

Are you requesting an **INFLATABLE BOUNCER** at this event? (*Only on designated areas/Requires \$1 million insurance policy*) YES ☐ NO ☐

\*Standard-Sized Bouncers Only.

Name of authorized bouncer/moonbounce company (Refer to attached listing): \_\_\_\_\_ No electricity available. **MUST HAVE GENERATOR!**

All approved applicants are required to sign this application (which includes our District Indemnification form and Park User Procedures Agreement), and the User Permit, in person. Permittees will be required to provide a valid CA Drivers License/ID and proof of residency.

Name (Individual /Organization):		Email:	
If Organization: 501 (C) (3)		Private for Profit	
Responsible Person/Representative:		Email:	
Address:		City:	Zip:
Telephone: Home:	Cell:	Work:	Fax:
Date(s) of Event:	Day(s):	Time of Actual Event (Guest Arrival)	
Start Time:		End Time:	Total Hours Requested:
(Applicant must include set-up/decorating time and clean-up time.)			
Name of Event:		Type of Event:	
For birthday/graduation party, indicate age of celebrant: _____ (Attendants are assigned as required at the discretion of the District)			
Number of attendees: Adults + Minors(17 and under) = Total			

Please answer all questions correctly. Unanswered questions may delay your request.

- Is the event open or advertised to the public? Yes ☐ No ☐
- Is this a fundraising/revenue producing event? Yes ☐ No ☐
- Will there be soliciting or selling of any kind? Yes ☐ No ☐
- Is this an organized group, such as a club, school or business? Yes ☐ No ☐
- Will this event be having some type of music? **NO AMPLIFIED SOUND ALLOWED IN ANY OF OUR PARKS** Yes ☐ No ☐  
*Please note that teen (13-17) years old parties will be required to have an attendant.*
- Will the event be advertised prior to the event date? How? Yes ☐ No ☐
- Please check: Flyer ☐ Newspaper ☐ Radio ☐ Social Networking ☐
- Will there be any type of display or advertising at the event? Yes ☐ No ☐
- Will you be displaying or judging any motor vehicles? Yes ☐ No ☐
- Will there be any promotional or give aways/samples? Yes ☐ No ☐
- Will there be animals during the event? Yes ☐ No ☐

*Animal shows will require a permit from Animal Control and prior approval from the General Manager*

If YES on items 1, 2, 3, or please also complete items 17-30 on pages 3 & 4 (Special Use Information)

(Office Use Only)

UP# \_\_\_\_\_

Date Received: \_\_\_\_\_

Must be submitted 14 days  
in advance of requested use date

(Office Use Only)

Comments: \_\_\_\_\_

## RULES/REGULATIONS/INDEMNIFICATION

### 1. Please READ CAREFULLY and initial on the following important policies, rules and regulations:

- a. Setup/clean-up/removal of decorations will be the responsibility of the group. Please include this in your requested time. You will not be given access prior to the time scheduled on your User Permit. Non compliance of this policy will cause forfeiture of the refundable security deposit. The deposit will be refunded to the applicant if the facility is left clean and free of damage.
- b. If group is an organization, issue refundable deposit check to: \_\_\_\_\_ **Allow at least 14 working days**
- c. **Consumption of alcohol or substance abuse is not allowed on any District properties. Violation of this regulation will mean forfeiture of the refundable security deposit and cancellation of your event at time of infraction.**
- d. Parking will only be allowed in designated areas. No parking on grass or walkways.
- e. Gambling is not allowed on Rossmoor Community Services District properties.
- f. Other permits may be required depending on the type of event (i.e. ABC, Health, Charitable Solicitation.)
- g. **Law Enforcement intervention due to violation of rules and regulations will mean cancellation of event and may incur additional charges, affect future use and forfeiture of any remaining fees and security deposit paid.**
- h. Applications must be received at least 15 working days prior to the date of the event. To avail of the Rossmoor residence fee, please attach a copy of your driver's license and a most recent utility bill. Requests made 15 working days or less prior to the event must be made in person and all fees paid for in full and in cash. All applications are approved on a case by case basis, subject to certain restrictions and availability of facility and staff.
- i. **Submission of the completed form does not guarantee you the site/date.** You will be notified if the site is not available.
- j. Reservations can only be made 6 months in advance. Submit the completed application form along with a \$15 reservation fee if booking a reserveable picnic site/open space and/or ball field. If facility or any other alternative is not available your deposit/reservation fee will be refunded to you within 7-14 business days.
- k. Permittee must sign the user permit and return along with the balance of the payment within the due date indicated on the permit (10 calendar days after the reservation was made or sooner). In the event the signed permit and balance payment are not received by the due date, your reservation will be canceled and you will be refunded the deposit less the applicable service fee.
- l. For teen parties (under 18 years of age), reservations must be made at least 15 working days prior to the event. **One adult shall be present for every 10 minors.** No event will be permitted to start without the attendant.
- m. **Cancellation Policy:** Applicable processing and cancellation fees will be withheld by the District as per Policy 6010.60.
- n. Any request, to extend the time of the original reservation must be made for a minimum of one hour and must be made at least 15 working days prior to the event, subject to availability of facility and staff. Changes made to the dates, times, number of attendees, etc. after the permit has been processed will be assessed a permit change fee of **\$15.00** after the second occurrence. \_\_\_\_\_ (initial)
- o. **District Event Attendants and employees must be obeyed at all times.** Any cost incurred due to damage to the facility/grounds or due to law enforcement intervention arising from the group's event will be billed to the group.
- p. Payments may be in the form of **exact cash or check only.** All deposits and fees for reservations made within **10 working days** or less must be paid in full, and must be made in **cash.** All balances must be paid in full no less than two weeks prior to being issued a valid User Permit.

\*If the applicant provides false information such as: purpose of event, names & addresses of event holder(s), number of persons in attendance, etc., the event may be canceled prior or during the event at the discretion of the District Staff and may result in forfeiture of fees and deposits and/or denial of current and future applications for use of Department facilities and may incur additional District charges. I understand Policy 6010 is available at the District Office, during office hours, for my complete review.

"I certify that I have read and understand all the rules and regulations governing the use of the parks and facilities. I, the undersigned, do hereby agree that we will abide by the policies governing the use of the parks and will be responsible for any damages to the parks, facility, furniture, or equipment caused by our occupancy of the property. I understand that any false information provided or violation of any rules and policies will result in immediate cancellation of our event and will cause forfeiture of all fees and deposits. \_\_\_\_\_ (initial)

### **ROSSMOOR COMMUNITY SERVICES DISTRICT INDEMNIFICATION FOR USE OF FACILITIES & PROPERTY**

I hereby certify that I am authorized to issue contracts on my own behalf or that of the organization listed which I represent. I further certify that I have read the rules, regulations, conditions and terms of the Rossmoor Community Service District's ("District") application for a User Permit. In consideration for my or my organization's use of the facilities and/or property owned or operated by the District as listed, I hereby agree on behalf of myself and my organization, if any, as follows:

1. That I and my organization will abide by all rules and regulations of the District and all other directives of the District.
2. That I and my organization will indemnify and hold harmless the District, its officers, agents, representatives and/or liability, including legal costs and attorneys' fees, that may result from any death or injury to persons or damage to property that may result from my or my organization's use of the facilities and/or property, whether such death or injury or damage to property is caused by the passive or active negligent act or omission of the District except that this indemnification shall not apply to any loss rising solely from the intentional or willful misconduct of the District.
3. That neither myself nor any one of my organization shall make any claim against the District, its officers, agents, representatives and/or employees for any injury or liability which I have indemnified the District.
4. That I personally and on behalf of my organization will conduct a reasonable safety inspection of the District facilities and/or property and all grounds, structures or buildings used by me and/or my organization immediately prior to use of the facilities and/or property, and will bring any conditions creating any hazard to the attention of appropriate District representatives. My signature below signifies my agreement to the rules, regulations, policies and District Indemnification.

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

Date: \_\_\_\_\_

Signature of District Official \_\_\_\_\_

Date: \_\_\_\_\_

General Manager Approval (if required) \_\_\_\_\_

Date: \_\_\_\_\_