

# FACILITY USE APPLICATION



Welcome to the City of Grand Terrace! This reservation request is not an approved contract for facility rental. It is recommended that the Field and Facility Use Application be submitted at least 14 days in advance for events and at least 3 days prior to park shelter reservations to allow for adequate review and approval time. Park shelters require a minimum reservation time of 2 hours. **The registration fee is non-refundable.** Staff review, security services, and liability insurance may be necessary. Please refrain from advertising your event until approval is issued. Please initial here to acknowledge that you have read, understood, and agree to this information.

Initials: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Non-Profit Tax ID 501 (c)(3)#: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Facility: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ am/pm

Park & Shelter(s): \_\_\_\_\_

Event End Time: \_\_\_\_\_ am/pm

Event Details: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Will food and beverages be served? ☐ Yes ☐ No

Will there be music? ☐ Yes ☐ No

Will there be live entertainment (DJ/Band)?\*\* ☐ Yes ☐ No

**\*\*Proof of liability insurance and City Business License may be required**

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

## Non-Profit or Community Based Organization Fee Structure

A **\$10 registration fee** is required per fiscal year, and organizations have the flexibility to schedule events in the Community Room and Senior Center throughout the fiscal year. Please be aware that events organized by these groups may be subject to cancellation with notice to accommodate the City's needs.

- ☐ I acknowledge that I am a nonprofit or community based organization, as outlined in the FUA definitions.
- ☐ I acknowledge that the permit expires on June 30 and does not renew annually.
- ☐ I acknowledge my organization may schedule events free of charge Monday through Thursday from 7:00 AM to 10:00 PM, with the Senior Center available after 3:00 PM. Events scheduled on Fridays after 5:00 PM, as well as on Saturdays and Sundays, will be charged at the Grand Terrace resident rate. Room setup and breakdown outside the standard layout will incur a \$50 fee per service.

## STAFF USE ONLY

Received By: \_\_\_\_\_

☐ Equipment Rental Form

Reference#: \_\_\_\_\_

Approved By: \_\_\_\_\_

Non-Refundable Registration Fee:	Rental Fee:	Deposit:	Staffing Fee:	Cleaning Fee:	Amount Due:
<b>\$10</b>	_____	_____	_____	_____	_____

**FIELD AND FACILITY USE APPLICATION  
RULES AND REGULATIONS**

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**DEFINITIONS**

- Non-Profit Organization - Operates for charitable, educational, or other beneficial purposes without distributing profits to individuals, and is tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- Community-Based Organization - Local volunteer-driven groups or associations that support community engagement and well-being, which may not hold formal 501(c)(3) status. Exceptions may be granted at the City Manager's discretion.

**PARK POLICIES AND PROCEDURES**

- Parks are for public use; therefore, the areas within cannot be partitioned off for private use
- Limited electrical outlets are available but not guaranteed.
- Personal barbecues are permitted but must be used with extreme caution.
- **Vendors are not permitted in the parks.** This includes gaming, bounce houses, food trucks, or similar activities.
- Issued keys must **NOT** be duplicated.
- Motor vehicles are prohibited from operating on park grounds outside of designated streets and parking lot.
- Use of amplified sound or music must comply with all local noise regulations

**SENIOR CENTER POLICIES AND PROCEDURES**

- Renters may use kitchenette appliances. Coffee supplies are not provided.
- Renters have access to use the TV with HDMI hookup.

**RESERVATION AND PAYMENT**

- 1) **Application** - The applicant must be at least 18 years old and present for the entire event. They are responsible for all City staff costs based on event type, attendance, and safety needs. Facility doors operate on an automated schedule, so the applicant must remain on-site for the full reserved time. Leaving early may leave the facility unsecured, creating a liability for which the applicant is responsible. Reservation times must reflect actual on-site presence.
- 2) **Accessibility** – All City facilities are ADA-accessible. If special accommodations are needed for participants, the applicant must notify the City in advance.
- 3) **Fees** – Deposits must be paid in advance, and all fees are due at least five (5) business days before the event. Late payment may result in cancellation and forfeiture of fees. Payment plans may be approved for recurring events. The **registration fee is non-refundable**, and the City does not reimburse rental-related costs. All prior-year fees must be paid before renewing an application.
- 4) **Security Deposit** – A security deposit is required in addition to rental fees and is not applied toward the balance. It will be refunded after the event, per the Finance Department's schedule, provided the event is not canceled or rescheduled (see #10 and #12) and the facility is left in pre-event condition with no additional costs incurred.
- 5) **Insurance** – The applicant may need liability insurance as determined by the City, with a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate. The City, staff, agents, and officers must be listed as additionally insured. A Certificate of Insurance (COI) must be submitted for approval at least 7 days prior to the event.
- 6) **Special Event Permit** – Large events impacting neighboring properties require a Special Event Permit from the City's Planning Department. The Department will inform the applicant if a permit is necessary. GTMC 8.50.020.
- 7) **Event Security** – Security services may be required for private events such as weddings, parties, or similar large gatherings, at the City's discretion. For events with over 100 attendees, a minimum of one (1) security officer is required per 100 participants. Security must be provided by the San Bernardino County Sheriff's Department or a provider approved by the City. All security costs will be the responsibility of the applicant.
- 8) **Additional Staffing Needs** - For events held outside of business hours or those requiring technical assistance or significant cleanup, City staff will be assigned as needed and charged accordingly.
- 9) **Discrimination** – The applicant agrees not to deny participation to any qualified person based on race, color, national origin, age, or disability for events open to the public.
- 10) **Authority to Waive or Change** - The City Manager may grant exceptions to facility use rules and regulations, including rental rates, based on unique circumstances. This authority is distinct from the City's right to cancel or revoke agreements as outlined in Section 10

**FIELD AND FACILITY USE APPLICATION  
RULES AND REGULATIONS**

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- 11) **City Initiated Actions/Revocation** – The City reserves the right at its sole discretion to cancel a reservation at any time for:
- False or misleading information on Field and Facility Use Application.
  - Failure to pay fees when due.
  - Failure to comply with any safety directive of a City representative.
- 12) In case of natural disasters, scheduling conflicts, or other site or time issues, options include: full refund, alternative location, or rescheduling.
- 13) **Reschedule/Cancellation/No Shows** – Applicant requested actions are subject to the following charges:
- | <b>Park Reservations</b>                      | <b>Event Reservations</b>                  |
|---|--|
| a) 14 Calendar Days Prior – No charge         | 14 Calendar Days Prior – No charge         |
| b) 7 Calendar Days Prior – 10% of deposit     | 7 Calendar Days Prior – 10% of deposit     |
| c) 5 Calendar Days Prior – 20% of deposit     | 5 Calendar Days Prior – 20% of deposit     |
| d) Less than 2 Calendar Days Prior – \$25 fee | Less than 2 Calendar Days Prior – \$50 fee |

**Initials:** \_\_\_\_\_

**SET UP PRIOR TO EVENT**

- 14) **Setup Time** - Must be included in the contracted rental time. Access to the site is not allowed prior to the contracted start time.
- 15) **Storage** – Pre-staging of event items is not allowed unless approved by the City.
- 16) **Tables and Chairs** – Additional tables and chairs are not permitted in indoor facilities. If setup/breakdown fees are not paid, furniture must be returned to the standard layout. **Only lawn chairs are allowed at parks.**
- 17) **Decorations** – Removal of existing decorations or fixtures is not allowed. No items may be hammered or stapled to floors, ceilings, or walls.
- 18) **Signs** – Exterior signs are not allowed at City Hall without prior approval.
- 19) **Prohibited Items** – No flame, heat, or smoke-producing devices (e.g., candles, fog machines) are allowed. **Alcoholic beverages**, as defined in GTMC 9.04.030, **are not permitted** at parks or City facilities, nor are bounce houses or livestock.
- 20) **Foreign Substances** – The spreading of sand, oil, powder, rice, birdseed, confetti, or similar substances is prohibited.

**Initials:** \_\_\_\_\_

**ON-SITE USE AND CLOSURE RESPONSIBILITIES**

- 21) **Exclusive Use** – Individuals with an approved reservation have exclusive use of the facility during the reservation period (GTMC 12.48.030). Keep a copy of the approved reservation; if the space is occupied, contact **Non-Emergency Sheriff's Dispatch at 909-387-8313** for assistance. If you have **trouble accessing the facility**, call the on-call maintenance line at 909-222-2483. If the issue is due to City error, we will address it. All other call-outs will be charged \$100.
- 22) **Smoking** – Smoking is prohibited at all City facilities, including parks, playgrounds, trails, and athletic fields.
- 23) **Occupancy Limits** - The maximum number of participants cannot be exceeded. Access will be restricted once capacity is reached:  
Grand Terrace Community Room – 50 persons     |     Grand Terrace Senior Center – 120 persons
- 24) **Supervision of Minors** – Minors must be supervised at all times by adults aged 21 or older when using the facilities.
- 25) **Responsible Party** – The applicant and/or their organization's contact person are responsible for the conduct and safety of all participants. Any additional actions required by the City to maintain lawful conduct and safety will result in extra charges to the applicant or their organization.
- 26) **Emergency Procedures** – The applicant is responsible for familiarizing themselves and attendees with emergency exits and protocols. Any injuries, accidents, or facility damage must be reported to City staff or the on-call maintenance line as soon as possible. In case of emergency, call 911.
- 27) **Clean Up Time** – Clean-up time must be included in the contracted rental time. Any additional time will be billed at **1.5 times** the applicable hourly rental rate deducted from the deposit. The applicant is also responsible for any damage to the facility and may be billed for repairs or replacements. The City is not responsible for lost or left-behind personal property.
- 28) **Cleaning Tasks** – The applicant is responsible for all cleaning tasks, which include but are not limited to:
- Bag all trash and place it in the dumpster. One lined 40-gallon trash bin will be provided in the room. The applicant must bring any additional 40-gallon trash bags needed based on event size and duration.
  - Clearing countertops and emptying the refrigerator.

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- c. Ensure all interior and exterior doors are closed and all lights are turned off when leaving the center.
- d. Removing all event decorations and personal property from the facility.

**Initials:** \_\_\_\_\_

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**Acknowledgement of Conditions**

I understand that I am submitting a Facility Request Application, and that an approved reservation is not confirmed until I receive written approval from the City of Grand Terrace. I further acknowledge that all events must comply with the rules, regulations, and applicable ordinances of the City.

I understand that any violation of these rules, or the submission of false or misleading information, may result in immediate revocation of facility use privileges and may disqualify me from receiving future permits.

The applicant shall be solely responsible and liable for any loss, damage, or injury sustained by the City or any individual arising out of or in connection with the permitted use, whether caused by the applicant, its guests, vendors, contractors, or invitees.

To the fullest extent permitted by law, the Applicant shall indemnify, defend, and hold harmless the City of Grand Terrace, its officers, employees, and agents from and against any and all claims, damages, losses, liabilities, and expenses, including reasonable attorney's fees, arising out of or resulting from the acts, errors, or omissions of the Applicant or its officers, employees, agents, volunteers, invitees, or participants in connection with the use of the facility. This indemnity obligation shall not apply to the extent that such claims, damages, losses, or expenses are caused by the sole negligence or willful misconduct of the City.

In addition, the Applicant shall be financially responsible for any physical damage to City-owned parks, fields, facilities, or buildings that occurs as a result of the permitted activity, including damage caused by attendees, participants, or vendors.

For applicants using the City's online reservation platform, submission of a reservation request constitutes acknowledgment that the applicant has reviewed and agrees to all terms and conditions outlined in the Facility Use Application and Agreement. By checking the required confirmation box in the online system, the applicant affirms they have read, understood, and accepted these terms, and such action shall carry the same force and effect as a physical signature.

**Applicant Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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**STAFF USE ONLY**

## Facilities Rental Fees

Any person, group, or organization wishing to use City facilities must pay the rates set forth below. Fees will be periodically reviewed and may be recommended for revision by the City Council if necessary. Fees may be waived at the discretion of the City Manager.

COMMUNITY ROOM OR SENIOR CENTER	Maximum Occupancy: (50) Community Room (120) Senior Center
Grand Terrace Residents	\$30.00 per hour
Non-Grand Terrace Residents	\$50.00 per hour
Non-Profits or Community Based Groups	\$10 annual registration; See application front for details.
All event and room reservations require the following: \$10.00 Registration Fee (Non-Refundable) \$200.00 Refundable Deposit – <i>Refunded after a post-event inspection confirms no damages or policy violations. Use of alcohol will result in forfeiture of the full deposit. Deposit does not apply to non-profits or community-based groups.</i>	

OUTDOOR PARK SHELTERS	Maximum Occupancy: 50
Grand Terrace Residents	\$10.00 per hour, minimum 2-hour rental
Non-Grand Terrace Residents	\$15.00 per hour, minimum 2-hour rental
All park reservations require the following: \$10.00 Registration Fee (Non-Refundable) \$50.00 Refundable Deposit – <i>Refund issued upon confirmation of no damages, decorations, or trash left behind</i>	

COURT AND FIELD RENTAL	
GTCSC, GTLL, GTT: \$5 per player during league term	Due at the end of the first month of the term
Teams or Team Practices (including league teams) <i>Private use will not be permitted at Richard Rollins field.</i>	Hourly Rate: \$50.00 per hour Flat Rate: \$800.00 for 32 hours of use per fiscal year
Basketball Teams: \$3 per player per agreement term	Due at the end of the first month of the agreement term
\$10.00 Registration Fee (Non-Refundable) \$200.00 Refundable Deposit ( <i>Excluding designated leagues, subject to no damages to the field or buildings during reservation</i> )	

STAFF CALL-OUT & SETUP AND BREAKDOWN FEES & GENERAL CLEANUP FEE	
Staff Call-Out: \$50.00 per hour, (2-hour minimum) Setup and Breakdown: \$50 for each service - <i>if assistance is required beyond the standard layout.</i>	General Cleanup Fee: \$32 for the first hour; \$64 for events of two hours or more – <i>Deducted from deposit when trash, debris, or other waste is left behind in the Senior Center or Community Room</i>

**Field lighting fees will automatically apply to scheduled usage after dusk**

FIELD LIGHTING FOR LITTLE LEAGUE, SOCCER, AND FOOTBALL ONLY	
\$20.00 per hour	Due as part of registration
BASKETBALL COURT LIGHTING	
\$2.00 per hour	Due as part of registration

## City of Grand Terrace – Event Rental Form

Room and Equipment Reservation Number: (909) 954-5195

To request equipment or a specific room setup, submit the Event Equipment Rental Form to [noros@grandterrace-ca.gov](mailto:noros@grandterrace-ca.gov) or drop it off at Public Works at least **3 days before** your event. Late forms will result in standard equipment and default layout only, with additional items unavailable. Standard room setups are included in the rental fee. Custom setups and breakdowns are \$50 each and require a diagram submitted with the form and City approval. Equipment is subject to availability and must be returned to its original location.

Note: This form is not for park shelter reservations.

Name of Event:

Is Event Sponsored or Co-Sponsored by the City? Yes ☐ No ☐ If Yes, Name Department:

Event Date(s):

Event Time:

Name of Person Placing this Order:

Phone Number:

Email Address:

Cell Phone Number:

Community Room Items	Description	Quantity/Cost
8' Table	8'x30" Rectangle (12 available)	
Round Table	48" Round (1 available)	
Metal Folding Chairs	Black Metal Chair with Black Padded Seat 80 available ( <i>maximum 50 permitted in Community Room</i> )	
Podium	Podium Without Microphone (1 Available)	
Projector	Projector Rental Fee: \$40 per day with a \$100 refundable deposit if returned in good condition.	
Bluetooth Speaker with Microphone	Speaker Rental Fee: \$60 per day with a \$150 refundable deposit if returned in good condition.	
Refrigerator and Microwave	Available for Use	

Senior Center Items	Description	Quantity/Cost
6' Table	6'x30" Rectangle (12 available)	
Chairs	Black Chairs with Padding (120 chairs available)	
Projector	Projector Rental Fee: \$40 per day with a \$100 refundable deposit if returned in good condition.	
Bluetooth Speaker with Microphone	Speaker Rental Fee: \$60 per day with a \$150 refundable deposit if returned in good condition.	
TV w/ HDMI Connector, Projector Screen	Available for Use	
Coffee Pot	Available for Use – Coffee Supplies Not Provided	
Deep Freezer	Available for Use	

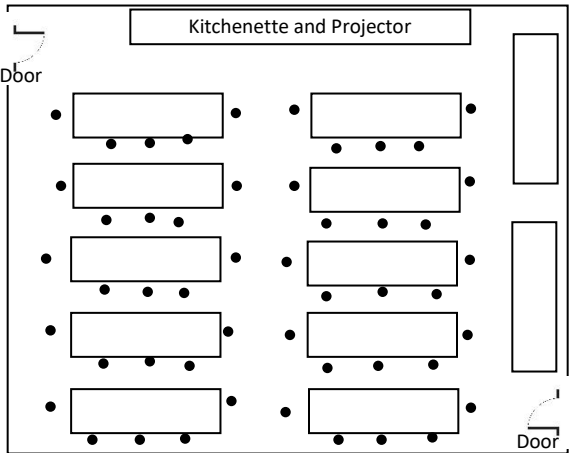
A walk-through of the Senior Center is recommended to discuss logistics. Please contact Natalie Oros at 909-954-5195 or Vickie Thompson at the Senior Center at 909-824-1491 between 8 am and 4 pm.

# City of Grand Terrace – Facility Layout Form

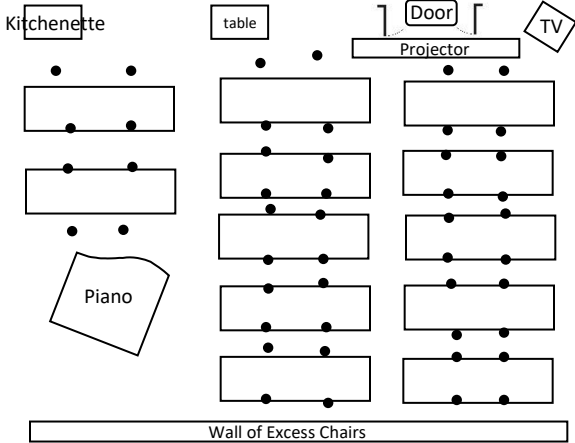
Room and Equipment Reservation Number: (909) 954-5195

The Senior Center and Community Room are **do-it-yourself** spaces. Tables and chairs are provided, but applicants are responsible for setting up, arranging, and returning the room to its standard layout unless the \$50 setup and \$50 breakdown fees have been paid.

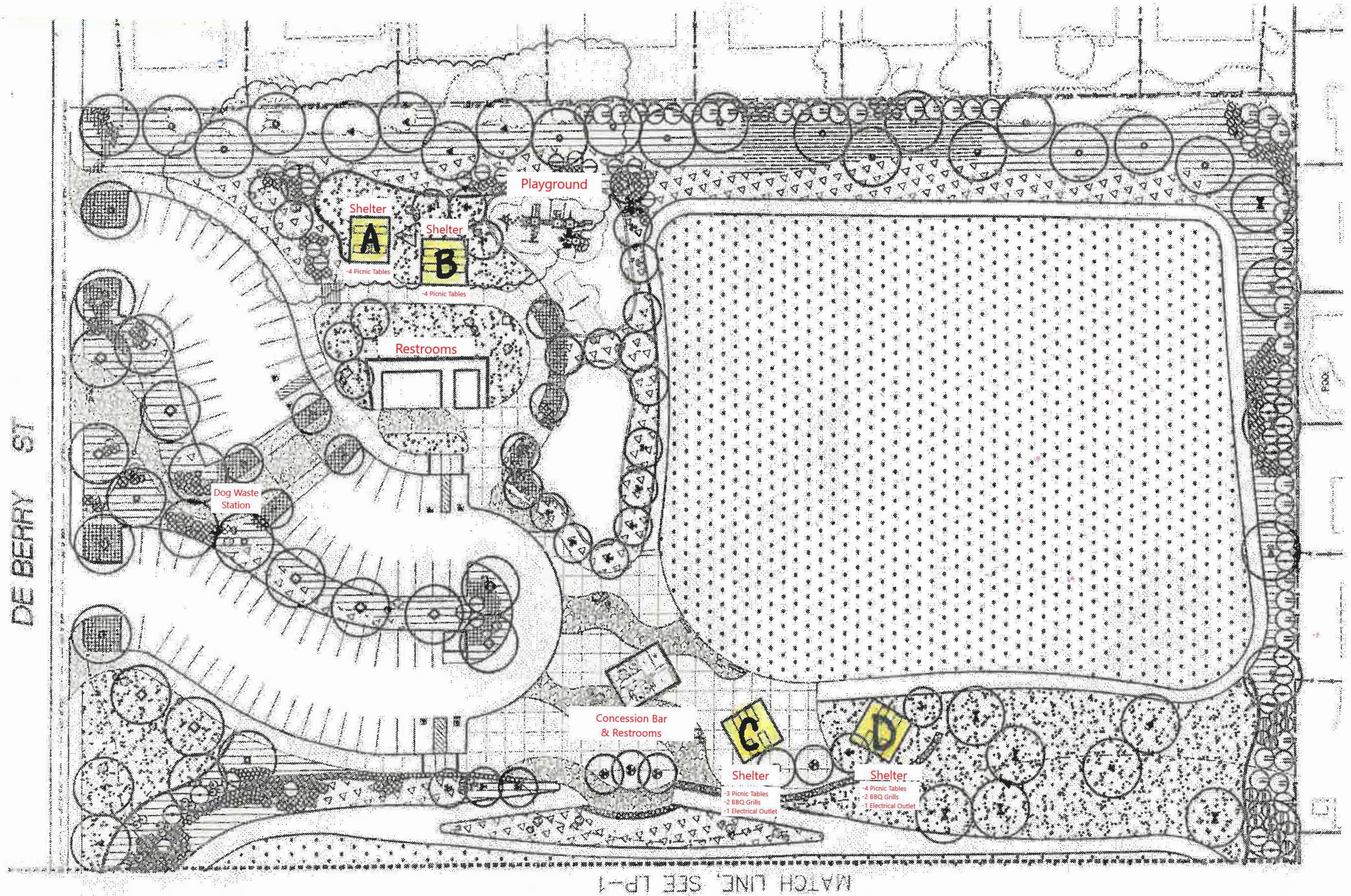
Community Room Standard Layout



Senior Center Standard Layout



# Richard Rollins Park



# Fitness Park



# Veteran's Freedom Park

Field 2

Field 1

Court  
1

Court  
2

## **Shelter**

- 4 Picnic  
Tables
- Electrical  
Outlet





# Facility Use

## DAILY CHART

STARTING JUNE 30, 2025

DAY	COMMUNITY ROOM AVAILABLE HOURS	SENIOR CENTER AVAILABLE HOURS	RATE
MONDAY	7 AM - 10 PM	After 3 PM	No charge
TUESDAY	7 AM - 10 PM	After 3 PM	No charge
WEDNESDAY	7 AM - 10 PM	After 3 PM	No charge
THURSDAY	7 AM - 10 PM	After 3 PM	No charge
FRIDAY	7 AM - 5 PM: Free of charge; 5 PM - 10 PM: Resident rate	After 3 PM	Resident rate
SATURDAY	7 AM - 10 PM	7 AM - 10 PM	Resident rate
SUNDAY	7 AM - 10 PM	7 AM - 10 PM	Resident rate