

WRIGHTWOOD COMMUNITY SERVICES DISTRICT

Facility Rental Information

Wrightwood Comm. Building 1275 State Hwy. 2 Wrightwood, CA 92397	Old Firehouse / Museum 6000 Cedar Street Wrightwood, CA 92397	Vivian Null / Parking Lot 1275 State Hwy. 2 Wrightwood, CA 92397
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Rental Fee Schedule		
* Resident's Physical Address Must Be Within the District *	Resident	Non-Resident
WRIGHTWOOD COMMUNITY BUILDING	PER HOUR	
Community Building Monday - Friday	\$15	\$25
Weekend or Holiday	\$20	\$30
OLD FIREHOUSE / MUSEUM	PER HOUR	
	\$15	\$20
PARKING LOT	PER HOUR	
	\$15	\$25
VIVIAN NULL PARK STAGE	PER HOUR	
	\$15	\$20
KITCHEN / P.A. FEES	PER EVENT	
Kitchen Community Building (Storage, Sinks, Fridge)	\$25	\$30
Kitchen Community Building (Full Use)	\$50	\$75
P.A System	\$15	\$25
SECURITY AND CLEANING DEPOSIT	PER EVENT	
Standard Facility Use	\$150	
Special Events	\$500	
INSURANCE		
<ul style="list-style-type: none"> ▪ A liability insurance policy for \$1 million dollars is required and must name the Wrightwood Community Services District as "additional insured" on the Certificate of Insurance. ▪ An additional \$1 million dollar Liquor Liability policy is required to cover use of alcohol at events. 		

Building Capacities

Location	Dinner	Meeting
Wrightwood Community Building	106	225
Old Firehouse / Museum	Unknown	18

Renter's Responsibilities & Acknowledgement

- We must receive a written application. Applications are not accepted over the phone.
- Applicant name/organization name must match on the Application and Certificate of Insurance.
- Deposit check is due at the time the application is submitted and does not apply to the room rental fee.
- Deposit is refundable if building is left clean and no damage to the building, tables, or chairs has occurred.
- All changes need to be submitted in writing.
- Unpaid monthly billings that exceed 30 days will be given a notice and billings exceeding 60 days will result in facility use being stopped until payment is made in full.
- All rental facilities close by 11:00 pm.
- Bounce houses are not permitted at any of our facilities or parks.
- All trash cans and recycle bins must be emptied (including bathrooms) and trash put in appropriate dumpster bin at the end of your event. No trash or recycling is to be left in the building.
- For more information on rentals, please call the WCSD office at (760) 249-3205.

WRIGHTWOOD COMMUNITY SERVICES DISTRICT
Application and Agreement for Use of District Facilities

APPLICANT INFORMATION				
Facility Name:				
Applicant Name:			Organization Name:	
Mailing Address:			City:	Zip:
Phone Number:			Email:	
DATE AND TIME REQUESTED <i>(Must include set-up and cleanup time)</i>				
Month:	Day:	Year:	Start Time:	End Time:
Recurring Dates:				
EVENT DETAILS				
Type of Event:			Would you like your event to be made public on our website calendar: Yes No	
Estimated Attendance:			Will food be served? Yes No	
Will alcohol be served? Yes No		Will alcohol be sold? Yes No		Permit #:
DECORATIONS <i>(Nothing can be used that will leave marks, residue, or holes)</i>				
Type of decorations to be used:				
KITCHEN REQUEST	P.A SYSTEM REQUEST	STORAGE <i>(If Available)</i>		
Will you be using the kitchen? Storage Full Use No	Will you be using the P.A. System? Yes No	Do you require storage? Yes No		

I have read and understand the Renter's Responsibility & Acknowledgement located on the previous page.

Signature

Date

For Office Use Only			
Received by:		Date Received:	
<input type="checkbox"/> Insurance Policy Received <input type="checkbox"/> Already On File		Deposit Paid: \$	Check #:
<input type="checkbox"/> Insurance Expiration Date:		Total Hours:	Building Fee:
<input type="checkbox"/> Alcohol Policy Received <input type="checkbox"/> Not Required		Fire House/Museum:	
<input type="checkbox"/> Event added to Website Calendar		Parking Lot:	
<input type="checkbox"/> Event added to Office Calendar		Park:	
<input type="checkbox"/> Key & Code Date:		Kitchen Fees:	
<input type="checkbox"/> Key Returned Date:		P.A. Fees:	
<input type="checkbox"/> Deposit Returned Date:		Total Fees Due: \$	

Please read each item and initial next to it showing that you understand.

If you do not understand, please talk to staff or the General Manager
Refusal to initial will result in your application not being approved.

RESERVATIONS: Telephone inquiries are not binding and do not constitute a reservation. A reservation for the event will be booked only when all fees have been paid in full and all other required documents (Rental Application, Security Deposit, and evidence of Liability Insurance) are received by Wrightwood CSD.

TIME RESERVED TO COVER ENTIRE USE: The hours shown on the application will cover the entire time required for the renter to set-up, decorate, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the agreement. Occupancy beyond the time specified will result in overtime charges at one and one-half time of the staff's hourly rate plus the hourly rental rate of the facility.

CANCELLATION AND RESCHEDULE POLICY: Renter must submit written notice of cancellation at least 21 days prior to any dates covered by the rental agreement. If the cancellation notice is not received in time a fee of \$45 will be incurred or will be deducted from the rental deposit. Same day or late cancellations due to inclement weather will not incur charges. Renter must submit written notice of rescheduling at least 14 days prior to any dates covered by the rental agreement. If the reschedule notice is not received in time a fee of \$45 will be incurred or will be deducted from the rental deposit. No shows will be charged the full rental amount, with no refunds.

INSURANCE REQUIREMENTS: The applicant shall provide and maintain General Liability Insurance and the coverage shall be in the amount of \$1 (one) million dollars for bodily injury, personal injury and property damage, the Wrightwood Community Services District must be named as the insured. If alcoholic beverages are served, Liquor Liability Insurance in the amount of \$1 (one) million dollars for bodily injury and property damage will be required in addition to the General Liability Policy. General Liability and Liquor Liability Insurance shall be endorsed naming the Wrightwood CSD, its officers, agents, employees and volunteers as additional insured. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to the Wrightwood CSD. Use of the facility will be denied if satisfactory proof of the required insurance is not received in a timely manner (at least 2 weeks) prior to the event.

DECORATIONS: Any decorating, covering or changes to the facilities must be discussed at the time of the rental application and put in writing as part of the permit. The use of the following decorating materials and equipment are prohibited: cellophane, duct or adhesive tape, nails, staples, screws, loose glitter, birdseed, sand, confetti, bubbles, bubble machines and fog machines. Use of these items will result in the loss of the security deposit. Masking tape, if used, must be removed following the event. No materials may be attached to ceiling tiles or ceiling grids. The relocation of Community Building furnishings and equipment, other than tables and chairs provided for the rental is not permitted. **Bounce houses are not permitted under any circumstances.**

CLEANING: Clean-up of the facility is the renter's responsibility. The renter shall make sure all decorations, food, gifts, and rental equipment are removed from the facility at the end of the event. The facility and all outside areas, including restrooms and kitchen shall be left in the same condition as they were prior to the event. All trash cans and recycle bins (including restrooms) shall be emptied and trash/recycling will be placed in the appropriate dumpster located in the parking lot. All tables and chairs used during event shall be wiped clean and made free of any paint, tape, dirt, trash etc. Failure to do so may result in the forfeiture of the security deposit.

MINOR CHILDREN: For safety reasons, no children under 18 years of age will be allowed in the kitchen area without adult supervision. For children's events the Wrightwood CSD requires an adult to child ratio of 1:6.

KEY AND ALARM CODE: If renter is provided with a key and/or alarm code, renter must not share the keys or codes. Renter is responsible for locking up and setting alarm (if needed). No Subletting allowed.

WRIGHTWOOD CSD: reserves the right to cancel any rental or use of the Community Centers without notice wherein previous incidents have resulted in damage, or misuse of the facilities or equipment including the outside grounds, and park areas.

SPECIAL EVENTS: Any event that requires additional Wrightwood CSD staff time, additional facilities or county permits and compliance with county event requirements (i.e. ratio of porta potty's to persons) may incur additional costs.

**RELEASE AND HOLD HARMLESS AGREEMENT
FOR THE WRIGHTWOOD COMMUNITY SERVICES DISTRICT**

The undersigned, _____, on behalf of himself/herself/itself and his/her/its heirs, executors, administrators, officers, directors, employees, volunteers, agents, representatives, successors, and assigns (“Releasors”), does hereby release, acquit, and forever discharge the WRIGHTWOOD COMMUNITY SERVICES DISTRICT (“District”) and its agents, representatives, employees, directors, successors, administrators, and all other persons, firms, corporations, associations, or partnerships (“Releasees”), of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses, and compensation whatsoever, which the Undersigned and the Releasors now have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries, property damage, and monetary losses, and the consequences thereof, resulting or to result from the accident, casualty, or event which relates in any manner, directly or indirectly, to the occupation, possession, enjoyment, and/or use of _____ (“the Premises”) for the period beginning on _____ and ending on _____ for the purpose of _____ (“the Event”).

The use of the Premises by the Undersigned shall be strictly limited to conducting activities directly related to the Event, in a reasonable and lawful manner that is not otherwise inconsistent with any and all requirements of the District, as such may be imposed and enforced by the District in any fashion deemed necessary by the District in the exercise of its sole discretion. The Undersigned shall not permit any practice of discrimination against, or segregation of, any person or group of persons on account of sex, race, color, creed, marital status, age, sex, religion, handicap, national origin, or ancestry in the enjoyment, use, and occupancy of the Premises.

It is expressly understood by the Undersigned that the physical condition of the Premises is such that the use thereof is furnished by the District for the Event on an as-is basis without any representation or warranty. The District makes no express or implied representations or warranties concerning the Premises or its fitness for any particular purpose. The Undersigned shall bear the costs of any action necessary to place the Premises in a condition that meets the requirements of law or that is otherwise suitable for the Event. The District shall not be held liable to the Undersigned or any other party for any losses incurred or damages sustained as a direct or indirect result of the condition of the Premises or any use or failure thereof. The District shall not be held liable or responsible for any debts, claims, or damages from any cause arising out of or any way related to the Undersigned’s use or occupancy of the Premises. Immediately upon conclusion of the Event, the Undersigned shall restore the Premises to the condition existing prior to the Event.

The Undersigned hereby expressly waives and releases the District and the Releasees from any and all liability for the claims, actions, and/or losses set forth above and for any costs and expenses incurred in connection therewith. Notwithstanding the provisions of California Civil Code Section 1542, which provides as follows:

“A general release does not extend to claims which the creditor did not know or suspect to exist in his or her favor at the time of the executed release which if known by him or her must have materially affected his or her settlement with the debtor”

The Undersigned expressly waives and relinquishes all rights and benefits afforded to the Undersigned thereunder and under any and all similar laws of any state or territory of the United States with respect to the claims, actions, and/or losses referenced above. This Agreement shall act as a release of future claims that may arise from the aforementioned whether such claims are currently known, unknown, foreseen, or unforeseen. The Undersigned understands and acknowledges the significance and consequences of such specific waiver of Civil Code Section 1542 and hereby assumes full responsibility for any injuries, damages, losses, or liability that may result from the claims identified above.

Excepting the sole or active negligence or willful misconduct of the District, the Undersigned agrees to indemnify and hold the District and the Releasees harmless from and against all claims and liabilities of any kind arising out of, in connection with, or resulting from, any and all acts or omissions on the part of the Undersigned and/or its guests, invitees, trespassers, contractors, consultants, and employees in connection with the Event or their use and/or occupancy of the Premises, and defend the District and its officers, directors, agents, and employees from any suits or actions at law or in equity and to pay all court costs and counsel fees incurred in connection therewith.

In addition, the District reserves the right to demand at any time prior to the Event that the Undersigned pay any and all fees imposed by the District for the use of the Premises and that the Undersigned procure and maintain bonds from an acceptable surety, cash deposits, policies of insurance, and/or other form of security in amounts and upon terms deemed sufficient by the District in its sole discretion to protect the District from any and all exposure to loss or liability.

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND FULLY UNDERSTANDS IT.

Signed, sealed, and delivered this _____ day of _____, 20_____.

Signature

Date