



## Wrightwood Community Services District Facility Rental Information

Community Services Building  1275 State Hwy. 2 Wrightwood, CA 92397	Museum/Old Firehouse Museum 6000 Cedar Street Wrightwood, CA 92397	Parking Lot/Vivian Null  1275 State Hwy. 2 Wrightwood, CA 92397
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Rental Fee Schedule		
	Weekday	Weekend
Hourly Rates		
Community Services Building	\$16.50	\$22
Museum/Old Firehouse	\$16.50	\$22
Parking Lot	\$16.50	\$22
Vivian Null Park	\$16.50	\$22
Kitchen: Storage, Sinks, Fridge	\$27.50 per event	
Kitchen: Full Use	\$55 per event	
P.A System	\$15 per event	
Facility Use Security Deposit	\$150	

Building Capacities		
	Dinner	Meeting
Community Services Building	106	225
Museum/Old Firehouse	Unknown	18

### Renter's Responsibilities & Acknowledgement

- Only written applications will be accepted. Applications are not accepted over the phone.
- Deposit check is due at the time the application is submitted and does not apply to the room rental fee.
- Deposit is refundable if the building is left clean and no damage to the building, tables, or chairs has occurred.
- A liability insurance policy for \$1 million is required and must name the Wrightwood Community Services District as "additional insured" on the Certificate of Insurance.
- An additional \$1 million Liquor Liability policy is required to cover the use of alcohol at events.
- Applicant name and/or organization name must match on the Application and Certificate of Insurance.
- All changes need to be submitted in writing.
- Unpaid monthly billings that exceed 30 days will be given notice and billings exceeding 60 days will result in facility use being terminated until payment is made in full.
- All rental facilities close at 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/recyclables placed in the appropriate dumpster bin at the end of your event. No trash or recycling is to be left in the building.



## 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"/> Deposit	Check #
<input type="checkbox"/> Insurance Policy Received	<input type="checkbox"/> Already On File <input type="checkbox"/> Insurance Expiration Date:
<input type="checkbox"/> Alcohol Policy Received	<input type="checkbox"/> Not Required
<input type="checkbox"/> Event added to Office Calendar	<input type="checkbox"/> Event added to Website Calendar
<input type="checkbox"/> Key & Code Issued – Date:	<input type="checkbox"/> Key Returned - Date:
<input type="checkbox"/> Deposit Returned	

**Please read and acknowledge your understanding by initialing next to each item.**

**Applications with missing initials will be rejected.**

\_\_\_\_\_ **RESERVATIONS:** Telephone inquiries are not binding and do not constitute a reservation. A reservation for the event will be booked only when a completed application, a security deposit paid in full, and evidence of liability insurance are received by Wrightwood Community Services District.

\_\_\_\_\_ **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 in the agreement. Occupancy beyond the time specified will result in overtime charges at double 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 timely received, 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 timely received, 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 One Million Dollars (\$1,000,000) for bodily injury, personal injury and property damage, and the Wrightwood Community Services District must be named as the insured. If alcoholic beverages are served, Liquor Liability Insurance in the amount of One Million Dollars (\$1,000,000) 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 insureds. 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 21 days) 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 the 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. The renter is responsible for locking up and setting the 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.

## RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned, \_\_\_\_\_ (Name), on behalf of himself/herself/itself and his/her/its heirs, executors, administrators, officers, directors, employees, volunteers, agents, representatives, successors, and assigns (“Releasers”), 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 Releasers 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 that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party”

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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date