



# CITY OF BRAWLEY

LIONS MEMORIAL CENTER  
225 A STREET  
BRAWLEY, CALIFORNIA  
92227

DEPARTMENT OF PARKS  
AND  
RECREATION

## CITY OF BRAWLEY PARKS, RECREATION AND COMMUNITY SERVICES APPLICATION AND AGREEMENT FOR THE USE OF CITY-OWNED PARKS AND RECREATIONAL FACILITIES

PHONE: 344-5675

ACTIVITY DATE (S) \_\_\_\_\_ ACTIVITY \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ NON-PROFIT # \_\_\_\_\_

Will this activity be a fund-raiser? Yes  No   
Admission fee, entry fee or donation? Yes  No

If yes, where will the proceeds go? \_\_\_\_\_

### FACILITY REQUESTED

- Lions Center Gymnasium
- Lions Center Conf. Room
- Lions Center Kitchen
- Lions Center Entire Facility
- Lions Center Pool
- Senior Center Main Hall
- Senior Center Meeting Room
- Senior Center Kitchen
- Senior Center Entire Facility
- Cattle Call Large Arena
- Horseshow Ring
- Cattle Call Entire Facility
- Park \_\_\_\_\_
- Teen Center Recreation Room
- Teen Center Kitchen
- Del Rio Community Center Room

### TIMES AND ATTENDANCE

Approx. attendance \_\_\_\_\_ Adults  
 \_\_\_\_\_ Minors  
 Set-up & Starting \_\_\_\_\_ AM/PM  
 Guests Arrive at \_\_\_\_\_ AM/PM  
 Ending & Clean-up \_\_\_\_\_ AM/PM  
 Total Hours \_\_\_\_\_

### I WOULD LIKE TO USE THE FOLLOWING EQUIPMENT:

# Tables \_\_\_\_\_ Other \_\_\_\_\_  
 # Chairs \_\_\_\_\_  
 Trash Cans \_\_\_\_\_

I, the undersigned, shall indemnify, defend, and hold harmless the City of Brawley, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of in any way connected with Permittee's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Brawley, its officers, employees or agents.

I, the undersigned, have read the City of Brawley Use and Rental Information, the above statement, and the facility regulations on the reverse side of this permit, understand them fully, and agree to abide by them.

APPLICANT'S SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

STAFF NOTES: \_\_\_\_\_

### CHARGES AND DEPOSITS

PRIORITY \_\_\_\_\_

APPLICATION:  APPROVED  DENIED BY: \_\_\_\_\_

EMPLOYEE REQUIRED

FACILITY	HRS	CHARGE	TOTAL	DATE:
<input type="checkbox"/> Lions Center	_____	@ \$ _____	\$ _____	_____
<input type="checkbox"/> Senior Center	_____	@ \$ _____	\$ _____	_____
<input type="checkbox"/> Cattle Call	_____	@ \$ _____	\$ _____	_____
<input type="checkbox"/> Parks	_____	@ \$ _____	\$ _____	_____
<input type="checkbox"/> Lions Pool	_____	@ \$ _____	\$ _____	_____
<input type="checkbox"/> Teen Center	_____	@ \$ _____	\$ _____	_____
<input type="checkbox"/> Del Rio Community Center	_____	@ \$ _____	\$ _____	_____

NEEDED:  Security  COMPLETED:   
 Insurance   
 Council Approval

Refundable Deposit: \_\_\_\_\_ \$ Paid On \_\_\_\_\_ # \_\_\_\_\_

Total Fees: \_\_\_\_\_ \$ \_\_\_\_\_

CC  Parks  Refund Approval  Yes  No   
 Recreation  Amount of Refund: \_\_\_\_\_  
 Senior Citizens  Entered on Calendar   
 Buildings  Copies issued by: \_\_\_\_\_  
 Employee: \_\_\_\_\_

## CITY OF BRAWLEY

### PARKS AND RECREATION AND COMMUNITY SERVICES GUIDELINES FOR USE OF PUBLIC FACILITIES

The City of Brawley welcomes and encourages community groups and individuals to use parks and recreation facilities. Certain parks and facility space may be reserved for various functions provided that such use does not conflict with regularly scheduled parks and recreation department programs. Any organization, group or individual desiring reserved use of a park and recreational facility must make application to the parks and recreation department on forms provided. The Director subject to availability and the applicant's eligibility will approve reservations. Approval shall be granted only to responsible adults. The applicant is required to be in attendance (during the entire event) at the function for which the application is made. City government functions and recreation programs shall have priority over other uses of all parks and recreation facilities. Priority for use of facilities is established as follows:

**GROUP I: Resident groups, organizations, or schools, holding functions which provide a community service in the area of education, recreation, health or welfare and are free to the participants.**

**GROUP II: Resident groups, organizations or schools, holding functions which provides a community service in the area of education, recreation, health, or welfare for which the participants are charged.**

**GROUP III: Resident, private party**

**GROUP IV: Non-Resident private party**

**GROUP V: Commercial**

**INELIGIBLE ORGANIZATIONS:**

City facilities may not be used by any group or organization, which has as its objectives the overthrow of the United States government or by any individual, or organization deemed subversive as defined in the State of California Code. Permission for use of the city's facilities is subject to all rules and regulations governing the use of said facility. Permission may be revoked at any time for failure to adhere to prescribed rules. No use shall be permitted if it is determined to be contrary to the interest of the City of Brawley. All persons, groups or organizations using public facilities must abide by municipal, state and federal laws. **ALCOHOLIC BEVERAGES ARE PROHIBITED ON CITY PROPERTY**, except by City Council approval at Cattle Call Park Arena and Grounds. All gambling is prohibited. Smoking is allowed in only designated areas.

#### **RESERVATIONS:**

Reservations for use of facilities may be made for up to six (6) months in advance and not less than two (2) weeks prior to usage, provided that the deposit is paid at the time of approval and that all rent, estimated fees and estimated personnel costs are paid two weeks prior to the function. Deposits and all estimated costs must be in the form of a cashier's check, payable to the City of Brawley. Non-payment will result in cancellation of the reservation.

#### **DEPOSIT:**

All renters will be required to make a cleaning/damage deposit. The deposit is refundable by city check, subject to the condition of the facility or other reasons, and will be sent by mail approximately twenty (20) days after the date of usage.

#### **ESTIMATED FEES AND PERSONNEL COSTS:**

All estimated fees and personnel costs must be paid two weeks prior to the function. Over payment of fees is refundable by city check, subject to condition of facility or other reasons, and will be mailed approximately twenty (20) days after the date of usage. If personnel and use fees exceed estimates, all fees must be paid within (30) days.

#### **CANCELLATION CLAUSE:**

Any group not giving sufficient notice of cancellation (7 days) shall forfeit deposit fee. The City of Brawley reserves the right to cancel any agreement if a use is misrepresented or if a use is determined to be inappropriate, a high risk liability exposure or detrimental to the facility surrounding neighborhood.

#### **FACILITY ATTENDANT:**

A member of the city staff will be on duty, at all times, while facilities are being used unless otherwise specified by the city. The employee shall have full access to all activities at any time in order to insure that all rules, regulations, city and state laws are being observed.

#### **INSURANCE REQUIREMENTS:**

Permittee (user) shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blank contractual liability. If alcohol has been approved by the Brawley City Council for sale or consumption, coverage must include full liquor liability. The City of Brawley, its officers, officials, agents, and employees shall be included as additional insured on the policy.

#### **SECURITY:**

The City shall require security guards, licensed and certified by the State of California as deemed necessary by the Park and Recreation Director. The minimum number of guards will be determined by the City Police Chief. Security is mandatory for private parties and events. Guards should be scheduled 1/2 hour before and 1/2 hour after each function. The City of Brawley Police Department must approve all security.

#### **SETUP & CLEANUP:**

Renters are responsible for their own set-up and clean up and the rental agreement must include adequate time to accomplish these tasks. Tables and chairs must be wiped clean and put away; floors must be swept and mopped. Mops and broom will be made available. Both the inside and outside of the facility must be left clean. A charge per man, per hour, will be deducted from the cleaning/damage deposit for any additional cleanup provided by city staff. With the Parks and Recreation Director's approval city staff may be made available for clean up of a facility at an additional per man per hour charge.

#### **PLASTIC GARBAGE BAGS:**

When using the Lions Center tie and seal all trash in 33-gallon heavy-duty trash bags and place neatly near the North exit. Any group not adhering to this will have additional cleanup charges deducted from their deposit. Refuse bins may be required for special functions.

#### **MISCELLANEOUS:**

No advertising shall be exhibited; no petitions shall be circulated, not solicitations or sales shall be made in the building or on the ground without written permission from the Parks and Recreation Director.

#### **APPLICATION FOR USE OF SPORTS FACILITIES:**

All persons, group or organization using sports facilities must adhere to the above listed guidelines for use of public facilities. Applications to reserve a sports facility must be submitted at least three working days and not more than 60 days prior to the time of usage. City staff supervision will not be required unless otherwise specified.

## SECTION II

### GUIDELINE FOR USE OF THE CATTLE CALL ARENA GROUNDS FOR COMMERCIAL AND COMMUNITY EVENTS

#### **GENERAL:**

Applications for events selling alcohol and or requiring security must be made several months in advance. Applicants must pay rental fees, all personnel costs, have security approved and provide proof of insurance thirty (30) days prior to event.

#### **ALCOHOL PERMIT FOR CATTLE CALL ARENA AND GROUNDS:**

With City Council approval alcohol will be permitted for sale and consumption for groups I, II, & V, provided that their event is for the benefit of the community. This would include but not be limited to Non-profit fund raisers benefitting community organizations and commercial entertainment providing cultural, recreational or educational opportunities for the public. All of the guidelines apply to the use of the Cattle Call Arena and grounds; the following are specific to that use.

#### **INSURANCE REQUIREMENTS:**

Any group approved by the City Council to serving or selling alcohol must obtain a minimum of \$1,000,000 in Liquor Liability insurance. Proof of insurance must be received two weeks prior to event and is in addition to liability insurance requirements.

#### **SECURITY:**

When alcohol is permitted to be served, there must be adequate security, approved by the Brawley Police Department. The Police Chief will determine if any special duty officers and/or traffic control officers are needed for the event. The user shall pay all cost for the City staff. Security must be finalized through the Police Department thirty days prior to the event. If security is not approved thirty days prior, the event will be cancelled.

#### **SETUP & CLEANUP:**

The user shall pay all costs for City Personnel associated with setup and cleanup specific to their event.

#### **ALCOHOL:**

All alcohol must be purchased, consumed and discarded in the fenced area commonly known as the Cattle Call Arena and concessions area. No alcohol will be allowed at any time in any other area of the park, including but not limited to all parking areas, all roads in and out of the park, Rotary picnic area and the small arena and grounds. All Alcohol must be served from a designated and controlled area. A permit to sell alcohol shall obtain certification from a Tips Training program or any other City approved program. At no time shall minors be allowed to possess or consume alcohol. It is the responsibility of the user to assure that minors are not in possession of or consuming alcohol at any time. All events permitted to serve alcohol on Friday and Saturday evenings must stop serving by 10:30 p.m. Events approved for any other weekday must finish serving by 9:00 p.m.

#### **SOUND CURRENT:**

A sound curfew for events held on Friday and Saturday shall be 11:00 p.m. For events held during any other day of the week there shall be a sound curfew of 9:00 p.m. and the facility shall be vacated by 10:00 p.m.

#### **PARKING:**

Users shall follow strict entrance, exit and parking guidelines, set by the City, for automobiles and pedestrians while in the park.

#### **EQUESTRIAN EVENTS:**

All feed, equipment, trash and portable stalls must be removed from the grounds immediately after event and the area cleaned. Road and bike path must be open and available at all times.

#### **USE OF THE LARGE ARENA:**

Large arena users are responsible for all ground preparation for the event. Users must request watering schedule, and have the use of water trucks or other equipment approved by the department. Users may not add or remove dirt or alter the soil conditions. When using the large arena, bleacher and concrete seating is available. Users must take responsibility for all cleanups. Applications must request concessions and electrical. Vendors are not permitted without departmental approval, and if approved must have all applicable permits. Applicants shall designate the restrooms that will be needed. Cleaning of restrooms and grounds during and after the event is their responsibility.

#### **USE OF THE SMALL ARENA:**

Small arena users are responsible for any ground preparation. Water for the arena must be requested from the department, any special watering must be approved. Users may not add or remove dirt or alter the soil conditions.

#### **EQUIPMENT:**

The Parks & Recreation Department has no heavy equipment capable of preparing either arena for equestrian events.

#### **PASTURE AREA:**

The pasture area may be made available upon request for special event parking. Users cannot alter borders or fences to accommodate their use. The Parks & Recreation Department and the Cattle Call Rodeo Committee must approve parking for the pasture.

#### **LIVESTOCK FACILITIES:**

The use of livestock facilities is permitted provided that it does not interfere with any horse boarding operation. Cleaning before and after the event is the responsibility of the user.

#### **PENS:**

Using the existing stalls or bringing in portable stalls is permitted provided that it does not interfere with the ongoing horse boarding operations, or block the roadway and bicycle path. Horse boarding stalls must be left alone at all times. Cleanup is required.

#### **OVERNIGHT PARKING:**

Overnight parking is permitted during Cattle Call week only, but limited to the terraces and the small arena area. The Director of Parks & Recreation must approve all overnight parking.

#### **LIGHTS / ELECTRICAL:**

The Cattle Call Arena is equipped with lights for the large arena, the staging area and in the concessions / restroom area. Security lights are available in the parking area, the small arena and around the park roadway. The announcer's booth, the ticket booths are available for the large arena. Power must be requested. The renter must provide public address systems. Power sources in the arena are limited, individuals or groups may need to bring generators. This is permissible, but must all be done at the user's expense.