



ROOM RESERVATION APPLICATION
LAKE FOREST RECREATION CENTER
28000 Rancho Parkway, Lake Forest, CA 92630
Phone: 949/273-6960

EVENT REPRESENTATIVE

Name: _____ Phone: _____
Address: _____ City: _____ Zip: _____
Organization: _____ E-mail: _____

EVENT INFORMATION

Contact Person the Day of the Event: _____ Phone: _____

Date of Event: _____ Type of Event: _____

Number of people attending? _____

Event time: (Includes your arrival, set up, and clean up time)

Event begins at: _____ am / pm Event ends at: _____ am / pm

Is event free? Yes No If no, list admission charge \$ _____ Is event open to the public? Yes No

Equipment needed: Chairs Tables Microphone Podium

Will You need: Ice Machine Kitchen Sink

Additional equipment that you will provide: _____

Will food or beverages be served? Yes No

If yes, what type?

- Light Pre-Prepared Foods (donuts, cake, etc.)
- Pre-Prepared Catered Foods
- Catering (Kitchen Rental required)
- Potluck Style

Representative Signature: _____ **Date** _____

OFFICE USE ONLY

Payment: Check #: _____ Cash Credit Card

Receipt #: _____

Application Approved By: _____

(Staff's Printed Name)

\$ _____ x _____ rooms x _____ # hrs.	
Cleaning Deposit	
Total	



**SUPPLEMENTAL QUESTIONNAIRE FOR NON PROFIT GROUPS INTERESTED IN
RESERVING THE CITY OF LAKE FOREST RECREATION CENTER**

Reservations for the City of Lake Forest Recreation Center are limited to community based non-profit organizations or public agencies that provide a service that the City of Lake Forest could otherwise not provide and that are comprised primarily of Lake Forest residents. These groups or organizations would include; 501 C (3) registered organizations; schools; and community service organizations. Community based organizations must include a minimum of sixty percent (60%) Lake Forest residents. Proof of residency may be required from the applicant at the time of the reservation request.

Contact Person: _____ Phone number: _____

Email Address: _____

Name of Organization: _____

Address: _____

Does your Organization have a registered 501 C (3) non profit number? _____

If yes, please provide number: _____ (please, attach proof of 501 C (3) status)

Number of members in Organization: _____

Percentage of Lake Forest residents in Organization: _____

Mission of Organization:

CITY OF LAKE FOREST MEETING ROOM RENTAL POLICY

1. For purposes of this Policy, a "resident" is defined as any individual living or working in the City of Lake Forest.
2. Lake Forest businesses may reserve meeting rooms in City Facilities. For purposes of this Policy, a "Lake Forest" business is one that has a physical site or location within the City. Such businesses shall not use City Facilities for commercial purposes, such as selling or vending goods or services of any kind during a rental reservation, charging a fee or tuition, or accepting any consideration from attendees during a rental reservation, if the profits, fees, or other consideration accepted generate funds for the business.
3. Public agencies may reserve City Facilities if the purpose of the meeting is to benefit or serve Lake Forest residents.
4. Reservation requests will be granted based on the availability of City staff to supervise the event.
5. The City reserves the right to deny an applicant's rental request if the applicant does not fit the criteria provided in this Policy, or the applicant or anyone in the applicant's group has previously violated any rule in this Policy.
6. All entities other than the City are limited to a maximum of twelve (12) one-day reservations per year.
7. Reservations may be made as early as forty-five (45) days prior to the applicant's event but must be made at least two (2) weeks in advance of the event date.
8. Reservations for City-sponsored activities will take priority at all times. The City reserves the right to cancel a reservation for a non-City sponsored event for any reason. If the City cancels such a reservation, the applicant's fees will be refunded to the applicant.
9. Cleaning deposits of \$300 will be refunded within thirty (30) days of the reservation date, provided that rental facilities do not require additional cleaning, maintenance, or repair to be deducted from cleaning deposits. Whether additional cleaning, maintenance, or repair is needed shall be in the City's sole and absolute discretion.
10. All required fees must be paid at the time the reservation is made.
11. Proof of insurance, as required and approved by the City's Risk Manager, is required for reservations for groups of fifty (50) or more persons. Among other things, the certificate of insurance must demonstrate that the City, its officials, officers, employees, agents, and volunteers have been named as additional insured on the applicant's insurance policy providing coverage for bodily injury and property damage as a result of the applicant's use of the City Facility.

12. Insurance must be approved at least seven (7) days prior to the event date. Inadequate insurance may be cause for the City to cancel a rental reservation.
13. Rentals are subject to all applicable City of Lake Forest ordinances.
14. Pursuant to Government Code Section 3207, City Facilities shall not be used for political events, including, without limitation, campaign meetings or political rallies.
15. No alcohol shall be allowed to be served, consumed, or otherwise present during any rental of the City Facilities.
16. All reservations must end no later than the time listed in the rental permit. Groups must be cleaned up and out of the room at this time.
17. The group or organization is responsible for the cleanliness of the room upon completion of the reservation.

City of Lake Forest

SPORTS PARK ROOM RENTAL FEES

Sports Park Room Rental Fees (Per Hour)

#	Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
1	Small Meeting Room	No Charge	No Charge	\$25	\$30	\$45	\$50	\$60
2	Large Meeting Room	No Charge	No Charge	\$45	\$60	\$75	\$100	\$120
3	Cleaning Fee (Flat Fee)	No Charge	\$300 Refundable	\$30	\$30	\$30	\$30	\$30
4	Room Rental Cancellation Charge for Cancellations within 4 Working Days	No Charge	\$15	\$25	\$25	\$25	\$25	\$25

Overview of User Groups

1	Group 1: City Sponsored or Co-Sponsored - All City of Lake Forest initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing Lake Forest residents.
2	Group 2: Resident Non-Profit Organization - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.
3	Group 3: Resident Private Party - Residents requesting use for a private party.
4	Group 4: Non-Resident Non-Profit Organization: - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.
5	Group 5: Non-Resident Private Party - Residents requesting use for a private party.
6	Group 6: Commercial entities or organizations located in Lake Forest.
7	Group 7: Commercial entities or organizations not located in Lake Forest.

Additional Rental Fees

1	LCD Projector	\$100
2	TV / DVD	\$25
3	Podium	No Charge
4	Coffee Makers (each)	\$10

Meeting Rooms A & B (Combined)

