

ROOM RESERVATION APPLICATION

LAKE FOREST RECREATION CENTER

28000 Rancho Pkwy
Lake Forest, CA 92630
Phone: 949-273-6960



EVENT REPRESENTATIVE

Name _____ Phone _____
Address _____ City _____ Zip _____
Email _____ Organization _____

EVENT INFORMATION

Date of Event _____ Number of Attendees _____ Type of Event _____

Contact Person Day of Event _____ Phone _____

(Event time includes your arrival, set up, & clean up time)

Event begins at _____ am/pm Event ends by _____ am/pm Is the Event free? Yes No

Is Event open to the public? Yes No If no, list admission fee: \$ _____

Desired Meeting Space:

Small Meeting Room (Capacity: 40 with tables & chairs)

Large Meeting Room (Capacity: 80 with tables & chairs)

Meeting Room A Meeting Room B Meeting Room A & B

Equipment needed:

Chairs Tables Podium TV
Additional \$25

Other: _____

Any additional equipment that you will provide?

Yes No _____

Will food and beverages be served? Yes No

If yes, what type?

- Light pre-packaged foods (donuts, cake, etc.) Pre-prepared catered foods
 Catering Potluck Style

Signature: _____

Date: _____

(Office Use)

Insurance required: Yes No

Application Approved by: _____

Staff's Name Printed _____

Payment Type:

- Cash
 Check # _____
 Charge

Charges:

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

Receipt # _____



**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 could 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** _____

Email Address _____

Name of Organization _____

Address _____ **City** _____ **Zip** _____

Does your Organization have a registered 501 C (3) non-profit number? Yes No

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

of Members in Organization: _____ **Percentage of Lake Forest Residents in Organization:** _____ %

Mission of Organization:

TERMS AND CONDITIONS

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 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. Hours of operation for reservations are 8 AM to 9 PM, Monday to Saturday, and 10 AM to 5 PM on Sundays.
8. 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 to be considered for approval.
9. Reservations may be made 45 days in advance. They must be submitted after 8am via email or in-person. Applications submitted before 8AM will not be accepted.
10. Reservations include the room(s) requested, chairs, tables, and other requested items (TV or Podium). The kitchen area and sound equipment will be unavailable for all reservations.
11. 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.
12. Cleaning deposits 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 the deposit. Whether additional cleaning, maintenance, or repair is needed shall be in the City's sole and absolute discretion.
13. All required fees must be paid at the time the reservation is made.
14. Proof of insurance, as required and approved by the City's Risk Manager, is required for reservations for groups of fifty (50) or more people. 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.
15. 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.
16. Rentals are subject to all applicable City of Lake Forest ordinances.
17. Pursuant to Government Code Section 3207, City Facilities shall not be used for political events, including, without limitation, campaign meetings or political rallies.
18. No alcohol shall be allowed to be served, consumed, or otherwise present during any rental of the City Facilities.
19. All reservations must end no later than the time listed in the rental permit. Group must be cleaned up and out of the room at this time.
20. The group or organization is responsible for the cleanliness of the room upon completion of the reservation.
21. Submitting an application does not ensure the availability of a reservation on your preferred date.

I agree to the terms and conditions stated above.

Signature: _____

Date: _____

Sports Park Room Rental Fees (Per Hour)

CLASSIFICATION	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
Small Meeting Room (Meeting Room A or B) Capacity: 40 \$100 Deposit Required	No Charge	No Charge	\$25	\$30	\$45	\$50	\$60
Large Meeting Room (Meeting Room A & B) Capacity: 80 \$200 Deposit Required	No Charge	No Charge	\$45	\$60	\$75	\$100	\$120

Overview of Classification Groups

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.

GROUP 2: Resident Non-Profit Organization - Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.

GROUP 3: Resident Private Party - Residents requesting use for a private party.

GROUP 4: Non-Resident Non-Profit Organization - Non-resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.

GROUP 5: Non-Resident Private Party - Non-Residents requesting use for a private party.

GROUP 6: Commercial entities or organizations located in Lake Forest.

GROUP 7: Commercial entities or organizations not located in Lake Forest.