INDOOR FACILITY USE - PRIVATE RESERVATION REQUEST

CITY OF CORONA- COMMUNITY SERVICES DEPARTMENT

SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL

THIS APPLICATION MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO YOUR EVENT

Please note: The latest booking time for any reserved area(s) is 10PM.

Applicant Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Email-Address: _____ Reservation Date: _____

Alternate Contact Name: _____ Alternate Contact Number: _____

Is the event open to the public?** ☐ YES ☐ NO Total Number of Expected Guests: _____

If **YES, a **Special Events Permit** is required for events with more than 25 attendees.

Reservation Booking Time: _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM

Reservation Set-Up Time: _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM

Reservation Clean-Up Time: _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM

The booking time must **include all set up and clean-up times** you will need before and after your event. Start time is the time you will be let into the reserved area(s). End time requires that all guests are gone, the room is clean, and you have checked out with facility staff.

TYPE OF FUNCTION: Provide information on the type of function (i.e., assembly, baby shower, birthday party, group meeting, repast):

_____

FACILITY REQUESTED

CIRCLE CITY CENTER

BANQUET ROOM
- ☐ FULL
- ☐ SOUTH
- ☐ NORTH

FITNESS STUDIO
- ☐ FULL
- ☐ SOUTH
- ☐ NORTH

ACTIVITY ROOM
- ☐ A
- ☐ B
- ☐ C

- ☐ GYM FULL COURT
- ☐ GYM CONFERENCE ROOM
- ☐ OUTDOOR STAGE/LAWN
- ☐ VISUAL ARTS ROOM
- ☐ LOBBY ____ ☐ AM ☐ PM to ____ ☐ AM ☐ PM

HISTORIC CIVIC CENTER

- ☐ CITY HALL FRONT LAWN
- ☐ CITY HALL SOUTH LAWN
- ☐ HISTORIC CIVIC CENTER THEATRE
- ☐ HISTORIC COMMUNITY ROOM
- ☐ CLASSROOM

VICTORIA PARK

- ☐ MAIN ROOM

CIVIC CENTER GYM

- ☐ FITNESS ROOM
- ☐ GYM FULL COURT (athletic use only)

AMENITIES REQUESTED

- ☐ CHAIRS _____
- ☐ RECTANGLE TABLES _____
- ☐ ROUND TABLES _____
- ☐ SOUND SYSTEM
- ☐ KITCHEN
- ☐ PROJECTOR
- ☐ STAGE
- ☐ OTHER _____

Will there be food or beverages served? ☐ YES ☐ NO

Will there be alcohol served? ☐ YES ☐ NO

Will there be live entertainment? ☐ YES ☐ NO

Will there be music? ☐ YES ☐ NO

If submitting a paper application, please return the completed form to:

Circle City Center, 365 N Main Street, Corona, CA 92880

PERMIT # _____

INDOOR FACILITY RENTALS POLICIES & GUIDELINES

APPLICATION SUBMISSIONS

- The individual submitting the application must be at least eighteen (18) years of age. If the facility is used by anyone under the age of twenty-one (21), a responsible adult must be present at all times.
- Applicants must comply with all federal, state, and local laws, including the Corona Municipal Code.
- Applications must be submitted at least two (2) weeks prior to the proposed reservation date.
- Applications will be accepted up to six (6) months in advance.
- Recurrent reservations are available by special arrangement only. A recurrent reservation may cover a maximum of three (3) consecutive months. Once approved, no additional recurrent reservation periods may be reserved until the current reservation period has ended. Applications may be submitted no more than six (6) months before the first reservation date.
- Applicants must include a room layout with their application that clearly identifies the requested setup for tables, chairs, equipment, and any other items needed for the reservation. A layout template will be emailed to the applicant once the reservation date is confirmed.

FEES

- All fees must be paid in advance; no person or group may use a City facility without full payment.
- A non-refundable application fee of $35.00 ($30.00 for resident non-profits) is due upon submission.
- 50% of rental fees are due within three (3) days of approval; failure to pay will result in cancellation.
- All reservations must be paid in full at least seven (7) days before the reservation date.
- Any use of the facility beyond the approved reservation time frame will result in additional charges at two (2) times the standard hourly rate. Overtime charges will be calculated based on the actual time exceeded.

CANELLATIONS

- Refunds are based on the date the City of Corona receives written cancellation notice.
- **The application fee is non-refundable at all times.**
    - 46+ days from the reservation date: $15 cancellation fee. All remaining rental fees refunded.
    - 31-46 days from the reservation date: 10% cancellation fee. 90% refunded.
    - 16-30 days from the reservation date: 25% cancellation fee. 75% refunded.
    - 1–15 days before reservation: 50% cancellation fee. 50% refunded.
- No refunds will be issued on or after the reservation date.

ALCOHOL

- Alcohol is permitted only in the Historic Civic Center (including the Community Room, Gym, tenant suites and indoor Common Areas), front lawn area of the Historic Civic Center, indoor areas of the Circle City Center, South Lawn, Corona Public Library Community Rooms, Auburndale Recreation Center, Victoria Community Center, and the Senior Center.
- Alcohol is prohibited in parks, picnic shelters, and other reservable facilities per Corona Municipal Code Chapter 9.22.
- Reservations involving alcohol require signing the City of Corona's Alcohol Use Policy, a Corona Police Department Special Events permit, and one (1) security guard per every 200 guests.
- Alcohol use must be stopped at least one (1) hour before the end of the facility reservation.

INSURANCE

- Upon request, applicants and associated organizations/vendors must provide a Certificate of Liability Insurance (minimum $1,000,000), naming the City of Corona as additional insured.
- Insurance must be submitted at least seven (7) days before the reservation date. "Failure to provide insurance by the deadline will result in cancellation.
- The applicant is responsible for providing the insurance certificate before rental fees can be paid.
- Insurance may be purchased at City Hall in the Legal and Risk Management Department.

INDOOR FACILITY RENTAL AGREEMENT

AGREEMENT

I certify that I am the authorized applicant and that all statements in this application are true to the best of my knowledge. I agree to abide by all regulations and policies listed above or attached to this application. By signing this agreement, I indemnify, hold harmless, and defend the City of Corona and its agents and employees from all claims, including reasonable attorneys' fees and litigation costs, resulting from loss, damage, or injury to any person or property due to any action or omission by the applicant or associated organization.

Applicant Name	Applicant Signature	Date

OFFICE USE ONLY

Date Received	Received By (Name)	Title
Approved By (Name)	Approved By (Signature)	