



CITY OF CORONA- COMMUNITY SERVICES DEPARTMENT

INDOOR FACILITY USE RESERVATION REQUEST FORM

CIRCLE CITY CENTER ROOMS

****SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL****

THIS APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO YOUR EVENT

*Return completed application and \$25.00 application fee (\$10.00 non-profit) to one of the following locations:

Community Services Department
400 S Vicentia Avenue
Corona, CA 92882

Circle City Center
365 N Main Street
Corona, CA 92880

Corona Public Library
650 S Main Street
Corona, CA 92880

Applicant or Group Name: _____

Primary Contact Person Name: _____ Alternative Contact Person Name: _____

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

E-mail: _____ Primary Phone: _____ Alternate Phone: _____

Reservation Day & Date: _____

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

Please note that the booking time **must** include all set up and clean up time 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. The latest booking time for any of the reserved area(s) is 11PM.

Total Number of Guests Expected: _____

Guest Break Down By Age:

Adults (21 & Over) _____ Adults (age 18 to 20) _____ Teens (age 13 to 17) _____ Children (under 12) _____

ROOM(S) REQUESTED:

- | | | | | |
|-----------------|---|---|--------------------------------|--|
| BANQUET ROOM: | <input type="checkbox"/> FULL | <input type="checkbox"/> SOUTH | <input type="checkbox"/> NORTH | <input type="checkbox"/> GYM FULL COURT (athletic use only) |
| FITNESS STUDIO: | <input type="checkbox"/> FULL | <input type="checkbox"/> SOUTH | <input type="checkbox"/> NORTH | <input type="checkbox"/> CONFERENCE ROOM <input type="checkbox"/> VISUAL ARTS ROOM |
| ACTIVITY ROOM: | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> OUTDOOR STAGE/ LAWN |
| KITCHEN: | <input type="checkbox"/> _____ AM PM to _____ AM PM | <input type="checkbox"/> LOBBY _____ AM PM to _____ AM PM | | |

AMENITIES REQUESTED:

- STAGE RENTAL AUDIO / VISUAL PODIUM OTHER _____

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

FUNCTION is being held for: Provide who or what the function is for (i.e., self, parent, child, group, friend):

- | | | | |
|------------------------------|--|--|--|
| Serving food or beverages? | <input type="checkbox"/> YES <input type="checkbox"/> NO | Selling food or beverages? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will alcohol be served? | <input type="checkbox"/> YES <input type="checkbox"/> NO | Will alcohol be sold? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will meal be catered? | <input type="checkbox"/> YES <input type="checkbox"/> NO | Is any part of the event outside the facility? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Is event open to the public? | <input type="checkbox"/> YES <input type="checkbox"/> NO | Is there a charge to attend the event? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will there be music? | <input type="checkbox"/> YES <input type="checkbox"/> NO | Band <input type="checkbox"/> YES <input type="checkbox"/> NO DJ <input type="checkbox"/> YES <input type="checkbox"/> NO Mariachi <input type="checkbox"/> YES <input type="checkbox"/> NO | |

VENDOR / ENTERTAINMENT REQUESTS: List vendors/entertainers you will be hiring (All vendors are required to provide proof of liability insurance):

MARKETING: (All events open to the public are required to have a Police Department Special Event Permit & copy of flyer):

Indicate how you will market your event:

- FLYER SOCIAL MEDIA OTHER

Please discuss all of your requests for items or equipment you wish to bring, activities to be conducted, and any requests for City equipment use needs with City staff at the time of your booking. All requests require prior approval.



INDOOR FACILITY RENTALS POLICIES & GUIDELINES

APPLICATION SUBMISSIONS

- The person filling out this form must be 21 years of age or older. If the facility will be used by patrons under the age of 21 years old, there must be one (1) adult present per ten (10) minors (17 or younger) during the event.
- Applicant must abide by all federal and state laws as well as the Corona Municipal Code.
- Application forms along with \$25.00 application fee (\$10.00 non-profit) should be filled in completely and submitted to the Community Services Department
- Applications must be submitted a minimum of thirty (30) days in advance of proposed reservation date.
- Applications will be accepted no more than six (6) months in advance for Civic Center Gym rooms and Victoria.
- Applications will be accepted no more than one (1) year in advance for Civic Center Auditorium, Circle City Center, Library, and City Hall South Lawn.
- Recurrent reservations are made by special arrangement and may only be made for three (3) consecutive months at a time. Applications for recurrent may be submitted no more than six (6) months in advance of the first reservation date.

FEES

- No person or group may use a City facility unless all fees are paid in advance.
- A non-refundable \$25.00 application fee (\$10.00 non-profit) is due upon application submission.
 - Please review the attached fee schedule for information on hourly rates.
 - Minimum 1-hour reservation during Library and Circle City Center regular operating hours
 - Minimum 3-hour reservation for all other facilities and after hours for Library and Circle City Center.
- 50% of rental fees are due within 3 days of tentative approval. Failure of submission will result in cancellation.
- All reservations must be paid in full a minimum of fifteen (15) days before the reservation date.

CANCELLATIONS

- The amount of your refund is determined by the date on which you contact the City of Corona of your decision to cancel your reservation:
 - 46 days + from your reservation date: \$10.00
 - 31- 45 days from your reservation date: 10% loss of rental fee
 - 16-30 days from your reservation date: 25% loss of rental fee
 - 1-15 days from your reservation date: 50% loss of rental fee

TENTS/BOUNCERS

- No structures may be erected or assembled on premises, nor any electrical, mechanical, vehicles, or other equipment be allowed on premises unless special approval has been obtained from the Community Services Department.

NON- PROFIT STATUS

- A reduced rate is available for 501 (c)3 non-profit organization who have a physical address within Corona city limits. Proof of State of California non-profit status and/or IRS Certificate is required and must accompany your application.



INDOOR FACILITY RENTALS POLICIES & GUIDELINES

CONCESSIONS

- Nothing shall be sold, offered, or advertised for sale on or in City facilities unless correct licensing procedures are followed according to the Corona Municipal Code.

SPECIAL EVENTS OPEN TO THE PUBLIC

- A Special Event Permit issued by the Corona Police Department is required for all events open to the public. Any application requiring a Special Event Permit must be submitted a minimum of thirty (30) days prior to the reservation date. An approved copy of the Special Event Permit must be received by the Community Services Department at least fifteen (15) days prior to the event. Additional insurance, security guards and/or security may be required of the user group for special events.

AMPLIFIED SOUND

- If amplified sound is desired, a request addressed to the Community Services Director for amplified sound must be submitted at least fifteen (15) days in advance of the reserved date.

ALCOHOL

- Alcohol is only permitted inside the Circle City Center, Library Grand Blvd Room and on the South Lawn. Alcohol is not permitted in parks, picnic shelters, or other facilities available for reservation, per Corona Municipal Code Chapter 9.22. If you plan to host a reservation with alcohol, you will need to sign and abide by all rules included in the City of Corona’s Alcohol Use Policy. A security guard is required for all reservations involving alcohol.

INSURANCE

- Upon the Department’s request, the applicant and/or all organizations, businesses, and vendors associated with the reservation will be required to obtain a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the City of Corona as an additional insured and must be submitted at least fifteen (15) days before the reservation date. The applicant/ organization completing the form 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.

AGREEMENT

I hereby certify that I am the authorized representative of the applicant organization, that application statements are true to the best of my knowledge and that I agree to be bound by the regulations and policies listed above or attached to this application. I, through the signing of this agreement, indemnify, hold harmless and defend the City of Corona and its agents and employees from all suits and actions, including reasonable attorneys’ fees and all costs of litigation and judgement of every name and description against the City as a result of loss, damage, or injury to any person or property by reason of any action or omission by the application organization.

Applicant’s Signature

Date

OFFICE USE ONLY

_____	_____	_____
Date Received	Staff Name	Title