

# 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

Kitchen Sink  Ice Machine  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 (kitchen rental required)

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 # \_\_\_\_\_



## **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 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.
11. 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 the deposit. Whether additional cleaning, maintenance, or repair is needed shall be in the City’s sole and absolute discretion.
12. All required fees must be paid at the time the reservation is made.
13. 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.
14. 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.
15. Rentals are subject to all applicable City of Lake Forest ordinances.
16. Pursuant to Government Code Section 3207, City Facilities shall not be used for political events, including, without limitation, campaign meetings or political rallies.
17. No alcohol shall be allowed to be served, consumed, or otherwise present during any rental of the City Facilities.
18. 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.
19. The group or organization is responsible for the cleanliness of the room upon completion of the reservation.
20. 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
<b>Small Meeting Room</b> (Meeting Room A or B) Capacity: 40	No Charge	No Charge	\$25	\$30	\$45	\$50	\$60
<b>Large Meeting Room</b> (Meeting Room A & B) Capacity: 80	No Charge	No Charge	\$45	\$60	\$75	\$100	\$120
<b>Cleaning Fee (Flat Fee)</b>	No Charge	\$300 Refundable	\$30	\$30	\$30	\$30	\$30
<b>Room Rental Cancellation Charge for Cancellations within 4 Working Days</b>	No Charge	\$15	\$25	\$25	\$25	\$25	\$25

## 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.**