

CITY OF MILPITAS - INDOOR FACILITY USE APPLICATION

If your rental facility is unacceptable, and a facility attendant is unavailable, please call the following: Recreation Services 408-586-3210. (Monday-Thursday, 8:00 a.m.-6:00 p.m., Friday, 8:00 a.m.-5:00 p.m.); (All Other Hours) Police Dispatch 408-586-2400. If facility is not open at designated time, please wait 15 minutes before calling Police Dispatch.

Date(s) of Use SATURDAY NOV 3 2012 Facility AUDITORIUM, CITY HALL COMM. ROOM Circle One: (MCC) MSRC ADOBE MSC Room 5/7/8 Dance Studio
Time you wish to begin set-up 8 AM Time function begins 9 AM Time function ends 5 PM
Applicant (person responsible for rental of facility) RAY MAGLALANG
Name of Group/Organization/Company facility is being rented for LIONS DISTRICT LEADERSHIP
Type of Event (be specific) LIONS DISTRICT LEADERSHIP FORUM
Applicant Address 1346 LASSEN AVE City MILPITAS Zip 95035
Day Phone 408-262-8425 Evening Phone same E-Mail Address: _____

*Is event open to the public? Yes No Number of people expected Total 500 (Youth 100 Adults 400)

Fundraising event? Yes No

Will food or other items be sold and/or charging admission? Yes No *If yes, describe amounts: \$ 70.00

Will food be served? Yes No Re-warming of food is allowed in the kitchen. No food preparation is permitted.

*Will alcohol be served? Yes No Will alcohol be sold? Yes No

(If I will be selling alcohol at my event, I understand and agree by signing this form to get additional insurance and to get an alcohol permit at least 45 days in advance of my event.)

Will there be music? Yes No Type (circle one) Band DJ Other N/A

Will there be additional equipment used? Yes No If yes, list: PROJECTOR + SCREEN (POWER POINT PRESENTATION)

* Additional fees and insurance is required

I, the applicant, hereby agree to hold the City of Milpitas and any officer and employee thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of the facilities of the City of Milpitas. I further agree to furnish such liability or other insurance for the protection of the public and the City of Milpitas, and any officer and employee thereof as the City may require. I agree to reimburse the City of Milpitas for any damage to said facilities arising out of the use herein requested. I have read and understand the clean-up and decorating responsibilities, cancellation policy and Facility Use Rules and Regulations approved by City Council 12/1/2009. Initial _____

By signing this form, I understand and agree to abide by the City's cancellation policy and the Facility Use Rules and Regulations approved by the Milpitas City Council on December 1, 2009.

After said rental or cancellation of rental date, I understand that the City will return my cleaning and damage deposit in the form of a City check. This check will be mailed in approximately 30 days from the rental date or cancellation of rental date, unless damages, additional maintenance, services, additional rental fees, or cancellation fees need to be assessed. This check will be made payable to me, the applicant, and will be mailed to my address listed on this application.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact may cause cancellation of my rental date. By signing this form, I further agree to be bound by the commitments and obligations stated herein.

Signature of Applicant

Date

FOR OFFICE USE

Staff Approval Signature: _____

PERMIT #/ STAFF INITIALS

Date: _____

Insurance: Yes No Date-Paid/Initials _____

Refund Amt: _____

Voucher #: _____

Date sent to A/P: _____

Approval: _____

IMPORTANT REMINDERS FOR PERMIT APPLICANTS
Due at time of application and deposit

Please Initial:

- MS 1.
- MS 2.
- MS 3.
- MS 4.
- MS 5.
- MS 6.
- MS 7.
- MS 8.
- MS 9.
- MS 10.
- MS 11.
- MS 12.

I have received and agree to abide by the City of Milpitas Facility Manual, approved by the Milpitas City Council on December 1, 2009.

The hours I have noted on the permit include my set-up, decorating and clean-up time.

Cancellation Policy: I have received, understand and agree to abide by the Cancellation Policy set forth in the City of Milpitas Facility Manual, approved by the Milpitas City Council on December 1, 2009.

After said rental or cancellation of rental date, I understand that the City will return my cleaning and damage deposit in the form of a City check. This check will be mailed in approximately 30 days from the rental date or cancellation of rental date, unless damages, additional maintenance, services, additional rental fees or cancellation fees need to be assessed. This check will be made payable to me, the applicant and it will be mailed to my address listed on this application.

I am aware that I am responsible for the building and equipment during my event, as well as the actions of my guests.

I am responsible for the removal and disposal of: all decorations, table coverings, tableware, food, kitchenware and all other supplies. I must remove all trash and leave the kitchen and rental room clean. I am aware the City of Milpitas is not responsible for any lost, forgotten or stolen items. I have read and understand my responsibilities as described in the Rental Applicants Clean Up Responsibilities.

I understand that nails, tacks, pins, staples, scotch tape, masking tape or any other items that puts holes in or removes paint from the walls or ceiling are strictly forbidden. I have read and understand my responsibilities as described in the Rental Applicants Rental Applicants Decorating Responsibilities.

I understand that children must be supervised at all times and remain in the rented area only.

I understand that alcohol cannot be served or sold at any event for minors, including birthday parties, baptisms, dances and/or presentations.

I understand that the \$20 application fee is non-refundable.

I understand that the \$15 insurance processing fee is non-refundable.

I understand that any custodial charges are non-refundable.

Renter's Signature *Lynne Loken* Date 9/20/11

Staff Use:
Permit # _____ Initials of CS Staff: _____

RENTAL APPLICANT CLEAN UP & DECORATING RESPONSIBILITIES

Applicant must walk through the facility with the Staff before and after clean up is completed. The Staff will point out cleaning or damage problems. After clean up is completed, applicant is required to sign a Facility Inspection Report.

Each applicant is responsible for the following clean up duties:

1. Remove all items from tables
2. Wipe tables down and walls behind garbage cans
3. Completely clean kitchen:
 - A. wipe down counters
 - B. remove all items from refrigerators and wipe up any spills
 - C. remove all items from ovens, dishwasher and microwave and wipe up any spills
 - D. clean out sink
 - E. place all kitchen garbage in garbage cans
 - F. clean out steam tables (Senior Center only)
4. Remove all decorations including balloons, flowers, tablecloths, ribbons, streamers, etc. from the premises.
5. Clean up picnic area (Adobe only)
6. Leave restrooms completely free of debris
7. Leave parking lot and all outdoor areas completely free of debris
8. All decorations must be flame retardant treated
9. Decorations should be free standing. Decorations (streamers, ribbons, balloons, signs, floral arrangements) are not to be stapled, tacked, nailed or taped to the walls, windows, window frames, ceiling, lighting rail or chandeliers. This includes all indoor and outdoor areas.
10. No glitter, confetti, birdseed or rice may be thrown or used as decorations in or outside the facility
11. The facility or equipment in the building may not be altered in any way without consent of the Building Supervisor or Staff on duty
12. No colored punch may be served
13. No candles, lanterns, incense or open flames are allowed (Sterno is allowed)

Please note:

- The Staff will ask applicants not abiding by the decoration policy, to remove questionable decorations
- No items (food, cake, decorations, etc.) may be brought into the facility prior to the time stated on the application
- No storage is available at the facility and all items (dishes, barware, fountains, chafing dishes, kegs, etc.) must be removed after the rental is complete
- When cleaning kitchen **do not** pour grease into the sink or any drains
- Cleaning supplies and garbage bags are available from Staff(s) on duty
- If after your event, additional maintenance is required other than what is considered normal and/or equipment is left damaged, the applicant will be charged accordingly
- You are required to complete your clean up duties and vacate the facility one hour after your function ends (per the time stated on your application)
- Please note: staff will also be performing cleanup up duties during this time

Thank you for renting our facility. We hope that you have an enjoyable event. Please let us know if we can be of further assistance.

Print Name: RAY MAGLALANG

Renter's Signature: *Ray Maglalang*

Date: 9/20/11

Staff Use:

Permit #:

Initial of CS Staff: