



City of Goleta Date Stamp

ROOM RESERVATION REQUEST

Reservation No: 2024-_____

Reservation Application
City of Goleta
 5679 Hollister Ave
 Goleta, CA 93117-5514

Phone: 805.967.1237
 Office Hours:
 Mon. – Fri. 8:00 am – 5:00 pm
 communitycenter@cityofgoleta.org
 www.cityofgoleta.org

APPLICANT MUST COMPLETE ALL APPLICABLE FIELDS

Return the completed form to communitycenter@cityofgoleta.org

For City Use Only PAYOR INFORMATION Name/Address of Person Receiving Deposit Refund _____ _____ _____	PROGRAM HOST / APPLICANT NAME	
	Class Name:	Non-Profit ID :
	COMPANY / ORGANIZATION (if applicable) Is this a company / organization event? <input type="checkbox"/> No <input type="checkbox"/> Yes: Name: _____	
	STREET ADDRESS	
	CITY, STATE, ZIP CODE	
	PHONE NUMBER (Daytime)	EMAIL ADDRESS

DESCRIPTION OF ACTIVITY:	LOCATION REQUESTED:	FIRST DAY OF RENTAL:	LAST DAY OF RENTAL:
	DAYS OF WEEK M T W Th F S Su		START TIME: _____ END TIME: _____ <small>*INCLUDING SETUP AND BREAKDOWN</small>
# OF PEOPLE:	# OF CHAIRS:	# OF TABLES:	SPECIAL EQUIPMENT:
PLEASE LIST ANY DAYS YOU WISH TO EXCLUDED (i.e. HOLIDAYS, VACATIONS, ect.)		CLASS SCHEDULE (i.e. WEEKLY, MONTHLY)	

NOTICE

- All reservations are on a first-come, first-served basis. Payment of fees, along with this completed and signed original Room Reservation Application, must be received prior to your reservation being confirmed.
- Fees are non-refundable except for hazardous conditions or if confirmed reservation is cancelled 14 days or more prior to reservation date.
- The City reserves the right to refuse use of a room for any activity that is deemed in violation of federal, state or local laws, codes or ordinances or for demonstrated past failure of the user to comply with any of the stated rules and regulations or if the proposed activity by its nature, has a higher than normal risk of damaged or injury.
- Room reservations may be made up to one (1) year (365 days) in advance. An initial reservation can be granted for a six-month period. Additional reservations to the same user can be granted at the end of the six-month period if space is available. Each renewal is subject to a review by the City of Goleta Recreation Supervisor, with priority use given to City programs and existing users.

LIABILITY AGREEMENT

Initial _____ This agreement shall be binding upon the above named individual, organization or company, their heirs, successors or assigns. Upon receipt of this signed form and payment, a valid _____ permit will be issued for _____
(date range of reservation).

Initial _____ The undersigned does hereby accept the condition of the City of Goleta property described above as is and agrees to defend, indemnify and hold harmless the City of Goleta, its officers, agents and employees from all liabilities, claims or losses for personal injury (including death) or property damage arising from the activity described above. The undersigned further agrees to hold harmless the City of Goleta, its officers, agents or employees from any liabilities, claims or losses arising from the Applicant's personnel or property connected in any way with the activity described above.

Initial _____ The undersigned agrees to repair, replace or repay the City of Goleta for any damage to the City of Goleta property in connection with said activity. The above party is responsible for observing all the rules, regulations and special requirements pertaining to this event.

Initial _____ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability.

Initial _____ I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guarantee that a reservation will be issued. If a reservation is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the "City of Goleta Rules for Reserved Rooms"; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this reservation will immediately be terminated and attendees be ordered to leave.

Initial _____ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any permit that is issued for the event described in this application; (3) forfeit all fees as partial compensation to City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees if it is determined that I have provided false information on the application; (5) be financially responsible for any City costs that exceed fees already collected by the City for enforcement of provisions related to this application or reservation.

Initial _____ Debris and trash must be placed in the appropriate trash and/or recycle receptacles on site immediately after the event. Failure to do so may require the City to remove debris/trash at the expense of the permittee. All expenses are the responsibility of the permittee.

Initial _____ Amplified music is permitted in the rooms but reasonable sound volumes must be maintained. This includes amplifiers, radios, MP3 Players with a Radio Boost, Drums, Horn Instruments, Public Address Systems. Groups exceeding reasonable sound volumes may have their permit revoked without refund.

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

I understand and assume personal responsibility for compliance with the following:

- 1. The City of Goleta Rules for Reserved Rooms, a copy of which has been supplied to me.

Signature _____

Date _____

MAKE CHECKS PAYABLE TO: CITY OF GOLETA

**MAIL ORIGINAL REQUEST AND PAYMENT TO: GOLETACOMMUNITYCENTER
5679 Hollister Avenue
Goleta, CA 93117-5514**

CITY OF GOLETA

Rules for Reserved Rooms

Please Retain this Page for Your Information

Access to Space

1. Applicant must be in attendance for the entire time the reservation is in effect.
2. For groups composed primarily of minors, applicant agrees to have at least one adult in attendance in a supervisory capacity for every twelve (12) minors.
3. The use of chairs, tables, and/or lectern may be reserved, subject to availability, on the Application for Use of Meeting Room. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of the meeting room.

Activities During an Event

1. The meeting rooms are to be used for stated purpose only.
2. The individual or sponsoring organization will be solely responsible for providing and operating its own equipment, displays, and other materials used at the meeting, including audio-visual equipment.
3. Authorized individuals and groups shall report to Parks and Recreation staff any irregularities, serious problems, or emergencies related to the use of the meeting rooms as soon as possible. If no staff is present during an emergency, individuals or groups should immediately call 911.
4. Parks and Recreation staff is not available to supervise, nor help with any activities or meetings.
5. The set-up and break-down of the event or program is considered as part of the rental time.
6. Refreshments may be served. However, the rooms must be left in its original condition of cleanliness and configuration upon leaving. Alcohol may be served, provided a one-day alcohol license is presented with application. Contact the Department of Alcoholic Beverage Control at (805) 289-0100 for details. Proof of said license will be required at all times during the event.
7. The meeting rooms may not be used for the sale or exchange of goods and services other than those that are approved by Parks and Recreation staff.
8. Public Performance Licenses are required for all groups wishing to show copyrighted material.

Obeying the Rules

1. Authorized individuals and groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of City property. Any violation of said policies, rules, and regulations shall be cause for event cancellation and immediate departure from the City property. Authorized individuals or groups shall be solely responsible for the conduct of members or participants in any activity authorized to be held and for the use of damages, mistreatment or theft of City property or exhibited materials, and to pay the cost of any repairs or replacement therefore.
2. Smoking is not allowed on City property.
3. To ensure fire safety, at no time shall any exits be covered or obstructed during the event.
4. Pursuant to fire regulations, the room capacity may not be exceeded. Organizations using the Meeting Room are responsible for enforcing fire safety occupancy limits.
5. Permission may be withheld from person(s) or groups that have caused damage to the meeting rooms, caused a disturbance, or failed to comply with the City rules and regulations.

Applying for Use of Meeting Rooms

1. The Recreation Supervisor or designee will approve or disapprove the application. If received by mail, a confirmation and appropriate forms will be mailed to the address on the application.
2. The authorized individual reserving the room must be eighteen (18) years of age and show valid governmentally-issued identification.
3. No person(s) or group may assign or sublet its reservation to another group.
4. The meeting rooms are available on a first-come, first-served basis.
5. Approval for use of meeting room or exhibit space is only confirmed once the Recreation Supervisor or designee has signed the application form and full payment has been received. Full payment must be made at the time of application. Checks should be made payable to the City of Goleta. Event dates will not be held or confirmed before an application is approved and payment received.
6. The Goleta Recreation Supervisor must be informed of any cancellations. Refunds will be given with written notice of cancellation at least seven (7) days prior to the event.
7. Permission to use the meeting rooms or other rent-able space is not transferable.
8. Reservations may be made no more than twelve (12) months in advance.

We hope that you enjoy your Visit!!