

City of Mendota Facility Use Application Instructions

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643 Quince Street

Mendota, California 93640

Phone: (559) 655-3291 ♦ Fax: (559) 655-4064

A Facility Use Permit is required for use of any facilities owned by the City of Mendota ("City") for any pre-advertised assembly or by groups of 25 or more people. Rates and fees are subject to change upon City Council approval. City sponsored/co-sponsored events will take precedence and may bump other reserved events. To obtain copies of fee schedules, forms, and policies and to view the Mendota Municipal Code ("MMC"), please contact Mendota City Hall ("City Hall") at (559) 655-3291 or visit the City's website at www.cityofmendota.com.

Process for Completing the Facility Use Application:

- 1. **Fill Out Facility Use Application And Sign It:** Fill out the application as completely as possible and read the "Agreement and Release of Liability" section on the last page of the application and sign it. You will also need to initial the bottom of this Application Instructions Page. If you have any questions regarding the application, contact City Hall at (559) 655-3291. For additional information regarding the Facility Use Application ("Application") process, including the annual exclusive use process, please refer to MMC Chapter 12.20.
- 2. **Turn In Facility Use Application To City Hall:** Once the Application has been completed it must be turned in to City Hall, 643 Quince Street, Mendota, CA 93640. If you would prefer to submit the Application electronically, please call City Hall to obtain the e-mail address to send the application to.
- 3. Getting Facility Use Application Approved: Within 10 working days, unless otherwise noted, of the date all applicable paperwork has been turned in to City Hall, you will be notified via mail (and e-mail, if applicable) of the status of your application. If your application is approved, you will be provided a copy of the Application (which contains the conditions of approval), any other required permit/license applications, and an invoice for the fee/deposit required. If payment of deposit is not received by the date indicated on the invoice, you will forfeit your approved date(s) and will be required to submit a new Application to reactivate your eligibility for the use of the facility and become dependent upon the availability of that date. All remaining fees are due the week prior to the event.

Additional Information Regarding Facility Use Permits:

- Certificates Of Insurance Required For All Facility Use Permit Applications. All individuals/organizations submitting an Application must provide the City with certificates of insurance and endorsements evidencing liability and property damage limits with a combined single limit of not less than one million dollars (\$1,000,000.00), with a deductible of no more than five hundred dollars (\$500.00), and which shall specify the City and the applicant as named insured. The certificate of insurance and endorsements shall be filed with the City upon approval of the Application.
- If Alcoholic Beverages Are To Be Served/Sold: You will be required to obtain a license from the California Department of Alcoholic Beverage Control. Please submit an original license application to City Hall to obtain City approval as required by the Application. Once you receive the official license from the California Department of Alcoholic Beverage Control, you must submit a copy to City Hall as part of the conditions of approval. You will also be required to contract security services as required by the Mendota Police Department.
- If Businesses Will Be Contracted To Present, Produce, Or Otherwise Be Involved In The Event, Activity Or Entertainment: Any businesses (including promoters, food/item vendors, live bands/DJs, etc.) that are contracted for any and all portions of the event, must obtain a City business license in accordance with Title 5 of the MMC. For information regarding the business license process and fees, contact City Hall at (559) 655-3291.
- If The Event Will Include A Live Band, DJ, Other Purveyor Of Music, And/Or Amplified Sound Equipment: You will be required to obtain a City Noise Permit and to comply with all requirements contained in Chapter 9.05 of the MMC. The fee for a noise permit is \$5 per day.
- Additional Conditions of Approval: The City will provide you with additional conditions of approval that are specific to your event once your application is approved. It is required that you also satisfy and comply with all conditions of approval. Failure to meet the conditions will result in immediate and automatic termination of the permit.

App	licant	Initial:	
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City of Mendota Facility Use Application 643 Quince Street

Mendota, California 93640 Phone: (559) 655-3291 ♦ Fax: (559) 655-4064

APPLICANT INFORMATION				
Applicant Name:				
Address:				
Sponsoring Organization (if applicable):				
Telephone: Email:				
FACILITY REQUEST INFORMATION				
Facility(ies) Requested (Check all applicable boxes):				
Rojas-Pierce Park Sport Fields O Benny Mares Sr. Baseball Field O New Baseball Field O Danny Trejo Soccer Field O Daniel "Gordo" Porras Youth Soccer Field O Eddie Porras Basketball Court(s) O David Daniel Skate Park O Baseball Field Concession Stand	Rojas-Pierce Park O Main Pavilion O Concession Stand O Dining Area O Picnic Area(s) O Group BBQ Area O Other:	Other Parks & Facilities O Lindgren-Lozano Park O Veterans Park O La Colonia Park O Pool Park O Other:		
EVENT DETAILS				
Purpose:				
Date(s): Time(s):				
Estimated Number of Attendees:				
Will you require use of the City's electrical sources at the requested facility (if applicable)? O No O Yes				
Will there be an admission fee for the event? O No O Yes If yes, list the amount and the reason for this fee:				
Will alcoholic beverages be sold/served at the event? O No O Yes If yes, please see instructions page for requirements regarding alcohol.				
Will there be a live band, DJ, other purveyor of music, and/or amplified sound equipment? O No O Yes If yes, please see instructions page for requirements regarding noise.				
Will any businesses be contracted to present, produce, or otherwise be involved in the event, activity, or entertainment during the event? O No O Yes If yes, please see instructions page for requirements regarding businesses.				
Does the event have a Promoter? O No O Yes If yes, list the name, telephone and address of the promoter on the line below and see instructions page for requirements regarding businesses.				
Will the event generate proceeds/revenue or serve as a fundraiser? O No O Yes If yes, list the individual(s)/organization(s) that will receive proceeds and how they will be divided:				

Describe how the event will benefit the community of Mendota.			
2) Any equipment/vehicles that will be used and the	limited to: 1) All entertainment and activities that will occur, e nature and times of use of such equipment, 3) the nature uipment, and 4) Any additional information that will assist d. You may add additional pages, if necessary.		
AGREEMENT AND	RELEASE OF LIABILITY		
and requirements for events contained in City of Mendo Municipal Code ("MMC"). The Applicant understands requirements, regulations, and conditions for conducting understands that failure to comply with all Local, State, a in the forfeiture of any deposits paid related to the event The Applicant agrees to indemnify the City and its ager claims, damages, fees of attorneys, and other expenses or incur in consequence of the use by Applicant of the Applicant on facilities owned by the City, including, but suits, or judgment or paid or incurred in attempting to put the activities referred to herein. In addition, Applicant agree and officers against any and all claim, loss, damage, or owned by the City.	tructions Page and has been instructed to review all regulations dota ("City") Administrative Policies, forms, and in the Mendota is and agrees to comply with all Local, State, and Federal is the event on any facilities owned by the City. The Applicant also and Federal requirements, regulations, and conditions will result a and possible denial of future applications. Ints, employees, and officers against any and all liability, losses, which the City or its agents, employees, or officers, may sustain a facilities or arising out of any act or activity conducted by the not limited to, sums paid or incurred in connection with claims, rocure release from liability for any person injured as a result of the ees to defend and hold harmless the City, its employees, agents, reliability arising out of any conduct by Applicant on the facilities		
Dated: Print Name	 Signature		
For City of Me	endota Staff Use Only		
Finance Department Approval: Total Fees: To	otal Deposit: Staff Signature:		
Application Status: O Approved O Denied Conditions of Approval:	Permit No.:		
Dated:			
Dated: Staff Name	Staff Signature		
Security/Safety Conditions of Approval (if applicable):	artment Conditions		
Dated:Staff Name	Staff Signature		