



City of Mendota Facility Use Application Instructions

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

Date Stamp Here

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.

Applicant Initial: _____



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APPLICANT INFORMATION

Applicant Name: _____
Address: _____
Sponsoring Organization (if applicable): _____
If applicable, is the Sponsoring Organization a registered non-profit organization? No Yes
Telephone: _____ Email: _____

FACILITY REQUEST INFORMATION

Facility(ies) Requested (Check all applicable boxes):

Rojas-Pierce Park Sport Fields

- Benny Mares Sr. Baseball Field
- New Baseball Field
- Danny Trejo Soccer Field
- Daniel "Gordo" Porras Youth Soccer Field
- Eddie Porras Basketball Court(s)
- David Daniel Skate Park
- Baseball Field Concession Stand

Rojas-Pierce Park

- Main Pavilion
- Concession Stand
- Dining Area
- Picnic Area(s)
- Group BBQ Area
- Other: _____

Other Parks & Facilities

- Lindgren-Lozano Park
- Veterans Park
- La Colonia Park
- Pool Park
- 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)? No Yes

Will there be an admission fee for the event? No Yes *If yes, list the amount and the reason for this fee:* _____

Will alcoholic beverages be sold/served at the event? No 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?
 No 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? No Yes *If yes, please see instructions page for requirements regarding businesses.*

Does the event have a Promoter? No 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? No Yes
If yes, list the individual(s)/organization(s) that will receive proceeds and how they will be divided:

Application continues on the next page.

