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. For detailed information on the process and requirements (including fees) for Facility Use Permits, please refer to the City's Facility Use Policy and the Mendota Municipal Code ("MMC"). To view the Facility Use Policy or MMC, please visit the City's website at www.cityofmendota.com or contact Mendota City Hall ("City Hall") at (559) 655-3291.

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, please refer to MMC Chapter 12.20 and the City's Facility Use Policy.
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 15 business 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. You must pay all fees/deposits prior to the use of the Facility (ies). If you fail to pay all fees and deposits prior to the use of the Facility(ies), there will be a 10% late fee for each day fees are not paid. All future Facility Use Applications will not be allowed/approved until all fees are paid.

Additional Information Regarding Facility Use Permits:

- **Certificates Of Insurance Required For All Facility Use Permit Applications.** You shall be responsible for all costs and damages to city-owned facilities, equipment, and property. If additional maintenance is required (in excess of regular city maintenance services) after a permittee's event or activity, the permittee shall be responsible to pay restitution to the City for all damages and costs incurred. The City shall not be responsible or otherwise liable for accidents, injuries, losses, or damages to property, individuals, or groups using city-owned fields and facilities. You shall be held responsible and liable for all actions, accidents, injuries, losses, or damages to property, individuals, or groups caused by the event or activity or any of the participants, guests, or attendees of said event or activity. You shall provide the City with an original certificate of insurance and endorsement providing proof of the following:
    1. Public liability and property damage insurance coverage with a combined single limit of not less than one million dollars ($1,000,000.00), with a deductible of no more than ($500.00).
    2. The permittee must be a named insured on the policy.
    3. The City of Mendota (643 Quince Street, Mendota, CA 93640) must be named as additionally insured on the policy.
    4. The policy's insurance coverage shall be maintained throughout the duration of the facility use permit.

  Certificate of insurance and endorsement must be provided at least five calendar days prior to the scheduled event.
- **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 and/or Police Department 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: _____

FUA No. _____

City of Mendota
Facility Use Application

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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
- ○ Alfredo Muratalla Baseball Field
- ○ Danny Trejo Soccer Field
- ○ New 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 you require the City's lights to be turned on at the requested facility (if applicable)? ○ No ○ Yes

If yes, list the time(s) you would like the lights to be on: _____

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.

_____

EVENT DETAILS CONTINUED

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:

_____

Describe how the event will benefit the community of Mendota.

_____
_____
_____
_____

Provide a description of the event, including but not limited to: 1) All entertainment and activities that will occur, 2) Any equipment/vehicles that will be used and the nature and times of use of such equipment, 3) the nature and duration of the use of any amplified sound equipment, and 4) Any additional information that will assist the City of Mendota in considering the application.

Items that are not mentioned below will not be permitted. You may add additional pages, if necessary.

_____
_____
_____
_____

AGREEMENT AND RELEASE OF LIABILITY

The Applicant has read the Facility Use Application Instructions Page and has been instructed to review all regulations and requirements for events contained in City of Mendota ("City") Administrative Policies, forms, Facility Use Policy and in the Mendota Municipal Code ("MMC"). The Applicant understands and agrees to comply with all Local, State, and Federal requirements, regulations, and conditions for conducting the event on any facilities owned by the City. The Applicant also understands that failure to comply with all Local, State, and Federal requirements, regulations, and conditions will result in the forfeiture of any deposits paid related to the event and possible denial of future applications.

The Applicant agrees to indemnify the City and its agents, employees, and officers against any and all liability, losses, claims, damages, fees of attorneys, and other expenses which the City or its agents, employees, or officers, may sustain or incur in consequence of the use by Applicant of the facilities or arising out of any act or activity conducted by the Applicant on facilities owned by the City, including, but not limited to, sums paid or incurred in connection with claims, suits, or judgment or paid or incurred in attempting to procure release from liability for any person injured as a result of the activities referred to herein. In addition, Applicant agrees to defend and hold harmless the City, its employees, agents, and officers against any and all claim, loss, damage, or liability arising out of any conduct by Applicant on the facilities owned by the City.

Dated: _____ _____ _____

Print Name Signature

For City of Mendota Staff Use Only

City Manager Conditions

Application Status: ○ Approved ○ Denied

Conditions of Approval (if applicable):

_____
_____
_____

Dated: _____ _____ _____
Staff Name Staff Signature

Police Department Conditions

Security/Safety Conditions of Approval (if applicable):

_____
_____
_____

Dated: _____ _____ _____
Staff Name Staff Signature

Public Works Department Conditions

Conditions of Approval (if applicable):

_____
_____
_____

Dated: _____ _____ _____
Staff Name Staff Signature

Finance Department Conditions

Fees and Deposits (if applicable):

Total Fees: _____ Total Deposit: _____

Dated: _____ _____ _____
Staff Name Staff Signature