



City Hall

350 N. Valencia Blvd.

Woodlake, CA 93286

Phone: (559) 564-8055

Fax: (559) 564-8776

FACILITY USE APPLICATION

Organization or Name: _____ Non-Profit Organization

Address: _____ Phone: _____

1. PLEASE CHECK FACILITY FOR EVENT:

- Miller Brown Park (circle one: arbor, gazebo, all)
- Willow Court Park
- Alsumiri Park
- Valencia Heights Park
- Castle Rock Park
- Woodlake Plaza
- Woodlake Botanical Garden
- Woodlake Community Center (circle area(s) of interest: Gym, Sequoia, Pine, Redwood, kitchen, all)
- City Street: _____

CHECK TYPE OF EVENT:

- Meeting
- Party
- Class
- League
- Program
- Other _____

2. DESCRIPTION OF EVENT OR ACTIVITY: (PARADES, CARNIVALS, FESTIVAL, ETC.; ALCOHOL SALES REQUIRE ADDITIONAL PERMITS)

3. DATE: _____ TIME (INCLUDE SETUP AND CLEAN UP) _____ RECCURING

4. ESTIMATED ATTENDANCE: _____ ADMISSION FEE PUBLIC EVENT INVITE ONLY

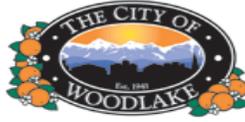
5. DESCRIBE PARKING FACILITIES: (# OF SPACES, LOCATION, ENTRANCES, EXIT, ETC.) _____

6. IS THE SALE OF ALCOHOLIC BEVERAGES PROPOSED? No Yes, must submit Alcohol Beverage permit

7. WHAT TYPE OF SECURITY IS PROPOSED? _____

8. WHAT ARRANGEMENTS ARE PROPOSED FOR THE FOLLOWING:

- Drinking Water Provided For Sale Other _____
- Restroom Facilities On Site Rented Other _____
Port-a-potties must be brought into parks for any large events over 50 people, rental contract of port-a-potties must be shown before approval of event. Restroom keys must be returned to receive deposit back.
- Electricity No Yes, Purpose _____ Generator Use
- Trash Containers On Site Rented Refuse Service: _____
Trash containers must be rented for large events to include service and recycling and garbage containers. Number of containers and bin size will be determined by the number of guests expected. Refuse service must be paid prior to event.



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9. DO VEHICLES NEED ACCESS TO NON-PARKING AREAS? No Yes, please explain: _____

NOTE: A \$100 FEE WILL BE CHARGED FOR HAVING A CITY EMPLOYEE ON SITE TO ACCOMMODATE VEHICLES IN NON-PARKING AREAS. FEE COVERS 2-HOUR TIME PERIODS. CITY EMPLOYEES ARE REQUIRED ON SITE TO ENSURE CITY EQUIPMENT IS NOT DAMAGED WHILE CARS ARE MOVING THROUGHOUT FACILITY.

10. THE FOLLOWING ITEMS MAY APPLY TO YOUR EVENT (Verified by City)

- Insurance Certifications State Encroachment Permit County Health Permit
- Business License Security Plans/Guards Alcohol Beverage Permit
- Other _____

NOTE: FOR EACH CHECKED ITEM, ADDITIONAL FORMS MUST WILL BE REQUIRED TO COMPLETE APPLICATION

I, the renter, agree to the following conditions:

- ALL cleanup will be done **after** the event is over **not** the next day. Cleanup is not limited to, but must include facility floors (if applicable), parking areas, trash removal of all grounds and from facility; port-a-potties picked up and all equipment removed from facility and associated areas.
- All unauthorized vehicles in the park or garden will be towed and impounded at the owner's expense.
- Any unloading of items to be taken into parks or the garden must be done either curbside or in a parking area unless item 9 (see above) has been fulfilled.
- Confirm that the above information, to the best of my knowledge, is true and correct

Renter (print name) _____ Phone Number _____

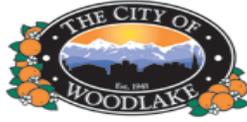
Renter (sign name) _____ Date _____

DEPOSIT

A cleaning deposit of \$100 is required for functions over 50 people. Deposit will be refunded if City facility is clean and no damage is made to facilities upon inspection from Public Works. Cleanup is not limited to, but must include facility floors (if applicable), parking areas, trash removal of all grounds and facility; port-a-potties picked up and all equipment removed from facility and surrounding areas. All keys must be returned to be reimbursed for deposit.

For Office Use Only

Keys Issued _____ Keys Returned _____ Deposit Returned _____



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OFFICE USE ONLY

POLICE

ABC Permit Security

Comments: _____

Approved Signature: _____ Date: _____

FINANCE

Insurance Business License Health Permit Trash Containers Deposit

Comments: _____

Approved Signature: _____ Date: _____

PUBLIC WORKS

Electrical Inspection of Facility: Prior to event After event

Comments: _____

Approved Signature: _____ Date: _____

FIRE DEPARTMENT

Inspection Other _____

Comments: _____

Approved Signature: _____ Date: _____

PLANNING

Zoning Compliance Temporary Use Permit

Comments: _____

Approved Signature: _____ Date: _____

ADMINISTRATION

Keys Returned

Comments: _____

Approved Signature: _____ Date: _____

To protect public health, safety, and welfare, the City Administrator is authorized to approve a temporary use permit subject to conditions relating to the following areas. If approved, a Temporary Conditional Use Permit will be issued under the following circumstances (Municipal Code 17.48.14)

1. Adequate public services, including fire protection, water supply, waste water disposal, and police protection to serve the use
2. Upon termination of use the site shall be restored to its original condition. All materials and equipment associated with temporary use shall be removed
3. Reasonable time limits shall be established for the use
4. Applications for a temporary use permit shall have all applicable licenses and permits
5. Signing for use is approved by City Administrator as noted above
6. Appropriate certification of insurance is provided
7. All appropriate planning permit fees are paid

City Administrator Signature Date: _____ Date: _____
Approved or **Denied** Referred to Police Chief