



City of Barstow Facility Use Agreement

ALL RENTALS ARE SUBJECT TO APPROVAL

Applicant Name: _____

Phone # (_____) _____ - _____ Date of Birth: ____/____/____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Additional point of contact: _____ Phone # (_____) _____ - _____

Type of Activity: _____

Date(s) Requesting: _____ Facility: _____

Event Time | Start: _____ Finish: _____ Total Hours: _____

Set-up Time | Start: _____ Finish: _____ Total Hours: _____

Clean-up Time | Start: _____ Finish: _____ Total Hours: _____ Paying Cleaning Fee? _____

A Temporary Use Permit is required through the City,

For events opened to the public or ANY event serving/selling/ donating alcohol,

Please contact Amy Sanchez at asanchez@barstowca.org for any additional information.

- (3) Obtain liquor liability insurance. The coverage under the policy would be determined by the City Manager based on factors, such as the type of event, the amount of alcohol to be served, and the overall risk of damage to City property, facilities, or the public;

Please answer the following questions	YES	NO
Is the event open to the public? <i>If yes, a TUP would be required.</i>		
Will there be services paid for? <i>If yes, proof of a Barstow Business License is required.</i>		
Will alcohol be served, sold, donated? <i>If yes, a TUP may be required.</i>		

Office Use Only

Approval Signature: _____ Date: _____

Deposit Fee: _____ Paid: _____ Other Fees: _____ Paid: _____

Rental Fee: _____ Paid: _____ Pay by Date: _____

Each Facility has a limited number of Tables and Chairs. Anything exceeding what is available is the responsibility of the applicant, to reach a 3rd party rental.

Cora Harper Center \$750 Day \$500 Deposit	Cora Harper Center	Dana Park Building	Entire Sports Park
Round Tables <input type="checkbox"/> Rectangle Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Kitchen Space <input type="checkbox"/> Fridge Space <input type="checkbox"/>	Stage \$300 w/stairs <input type="checkbox"/> w/ramp <input type="checkbox"/> Party Lights \$250 <input type="checkbox"/> Cleaning Fee \$250 <input type="checkbox"/>	Media Type Tables <input type="checkbox"/> seats 2-3 (up to 5 tables) Chairs (up to 30) <input type="checkbox"/> Use of Patio <input type="checkbox"/> Cleaning Fee \$150 <input type="checkbox"/> It is recommended to rent tables & chairs from a party source.	Parking Lot <input type="checkbox"/> Walking Track <input type="checkbox"/> All Fields <input type="checkbox"/> Upper Fields <input type="checkbox"/> Lower Fields <input type="checkbox"/> Batting Cages <input type="checkbox"/> Other: _____ (No tables and chairs provided)
Sports Park Fields	Pavilion Only	Other Fields	Electricity/ Water \$25hr 3hr minimum
Lower Red <input type="checkbox"/> Lower White <input type="checkbox"/> Lower Blue <input type="checkbox"/> Upper Red <input type="checkbox"/> Upper Blue <input type="checkbox"/> Upper White <input type="checkbox"/> Lights <input type="checkbox"/> Field Prep <input type="checkbox"/> (No tables and chairs provided)	Lights <input type="checkbox"/> Electricity <input type="checkbox"/> Labor <input type="checkbox"/> Basketball Court <input type="checkbox"/> Parking <input type="checkbox"/> Tournaments <input type="checkbox"/> Gate Entry <input type="checkbox"/> (No tables and chairs provided)	"H" Soccer Fields <input type="checkbox"/> Foglesong Field 1 <input type="checkbox"/> Foglesong Field 2 <input type="checkbox"/> Lillian Field <input type="checkbox"/> Sturnacle Field <input type="checkbox"/> Electricity 3hr min=\$75 <input type="checkbox"/> Water 3hr min=\$75 <input type="checkbox"/> (No tables and chairs provided)	Lillian <input type="checkbox"/> Foglesong <input type="checkbox"/> Dana <input type="checkbox"/> Jasper <input type="checkbox"/> Stringham <input type="checkbox"/> Sturnacle <input type="checkbox"/> (No tables and chairs provided) Min 3hr electricity / water \$25 per hour

Henderson Pool Seasonal | June September| Weekends ONLY

Number of Guests _____
Friday, Saturday, Sunday After 6pm ONLY 3hr min. \$270
 Each hour after \$90/hr. Number or extra hours: _____
 Additional Lifeguards required for more than 125+ Guests at \$30 per hour
 Cleaning Fee \$150

Harvey House – West Ballroom	Harvey House - Extras
Round Tables (15 at facility) <input type="checkbox"/> _____ Rectangle Tables (22 at facility) <input type="checkbox"/> _____ Chairs (100 at facility) <input type="checkbox"/> _____ Cocktail Tables (6 at facility) <input type="checkbox"/> _____	Cleaning Fee: <input type="checkbox"/> \$250 Court Yard Fee: <input type="checkbox"/> \$150/day Bride Room: <input type="checkbox"/> \$150/day Groom Room: <input type="checkbox"/> \$150/day Conference Room: <input type="checkbox"/> \$50/hr
Harvey House – East Ballroom	Harvey House - Both Ballrooms
Round Tables (15 at facility) <input type="checkbox"/> _____ Rectangle Tables (22 at facility) <input type="checkbox"/> _____ Chairs (100 at facility) <input type="checkbox"/> _____ Cocktail Tables (6 at facility) <input type="checkbox"/> _____	Round Tables (15 at facility) <input type="checkbox"/> _____ Rectangle Tables (22 at facility) <input type="checkbox"/> _____ Chairs (100 at facility) <input type="checkbox"/> _____ Cocktail Tables (6 at facility) <input type="checkbox"/> _____
Harvey House Fees: <ul style="list-style-type: none"> 1 Ballroom \$750 Refundable Deposit* 6hr Rental \$375 Each Additional Hour \$125 	Harvey House Fees: <ul style="list-style-type: none"> 2 Ballrooms \$1,500 Refundable Deposit* 6hr Rental \$750 Each Additional Hour \$250

City of Barstow Facility Rental Policy

All facility rentals are subject to approval by the Barstow Recreation Department.

1. AGREEMENT

The applicant agrees to comply with all rules and regulations governing the use of City facilities as administered by the Department of Recreation. Under no circumstances may the renter sublease, assign, or permit another organization or individual to use the facility during the contracted rental period.

2. RESERVATIONS

Facility use applications may be submitted up to one (1) year in advance and no less than two (2) weeks prior to the desired rental date. For reservations made within thirty (30) days of the event, **all fees must be paid at the time of application submission**. Reservations are granted on a first-come, first-served basis and are not confirmed until the application has been signed, approved by Recreation staff, and all required fees have been paid. The City of Barstow reserves the right to deny facility use to any person or group if the use is deemed not in the best interest of the City or its residents.

Requests may be denied or permits revoked if:

- The applicant previously had a Facility Use Permit revoked in Barstow or another jurisdiction.
- Permit conditions or requirements, including payment deadlines, have not been met.

3. FEE WAIVERS

Fee waivers may be granted to qualifying non-profit organizations **only with prior approval from the Barstow City Council**.

Even if a fee waiver is granted, a **security deposit is still required** to reserve the facility and cannot be waived. The deposit is refundable based on compliance with the conditions outlined in the Security Deposit clause.

4. FACILITY CLOSURES

City facilities are not available for rental on observed holidays or during scheduled closures. All events must end by the time listed on the Facility Use Agreement (FUA).

No event may continue past 11:59 PM.

5. WALKTHROUGH & CLEANUP

All rentals are **subject to a pre- and post-event walkthrough** with Recreation staff. The applicant or their designated representative must be present for both walkthroughs.

The applicant is responsible for **cleaning the facility** after the event, including:

- Sweeping and mopping all used areas
- Returning tables and chairs to their designated storage area
- Removing all trash and disposing of it in the designated dumpsters
- Ensuring no personal items are left behind

Failure to return the facility to its original condition will result in the forfeiture of the security deposit.

If a **cleaning fee** has been paid, the applicant is still responsible for removing **all personal items** from the premises. The City will not store or hold any belongings left after the event.

6. ALCOHOL, SMOKING & SECURITY

Alcohol Policy - Alcohol is defined as any beverage containing alcohol and is only permitted on City property with prior written approval from the Recreation Department.

Requirements for Alcohol Use:

- Alcohol consumption and service must end **one (1) hour before the event concludes**.
- Food must be available the entire time alcohol is present.
- Alcohol is limited to the **approved rental space only**. Consumption is **prohibited** in hallways, bathrooms, parking lots, and other non-designated areas.
- **Glass containers are not allowed.**
- Private events (not open to the public, with no exchange of money for alcohol) do **not** require an ABC license.
- Events that involve alcohol sales, donations, or open access must comply with **ABC licensing requirements**.
- **Non-compliance** with alcohol service rules may result in immediate event termination and forfeiture of all fees.
- **If alcohol is marked "NO" and is still served or sold without prior approval, guards, insurance, and required proof of documents; deposit will be forfeited and applicant faces suspension from reserving City facilities in the future.**

Smoking Policy - Smoking and the use of electronic or vaporized cigarettes are strictly **prohibited** in all City facilities.

Security Requirements

Security guards are required at any event where alcohol is served and may also be mandated based on the event type, size, or at the discretion of the Recreation Department.

Security Guidelines:

- One (1) licensed security guard per every **50 guests** is required.
- Events with **fewer than 50 guests** still require at least one guard.
- All guards must have a **valid guard card**, be **in uniform**, and be present **for the entire duration** of the event.
- Security companies must be **bonded and insured**
- A copy of the **security contract must be submitted no later than two (2) weeks prior** to the event.
- Failure to submit the contract by the deadline may result in **reservation cancellation**

7. SECURITY DEPOSIT

A security deposit is required for all rentals and is due at the time of booking.

ALL Deposits are refundable 4 - 6 weeks after the event if:

- There is no damage to the facility.
- No additional City staff time is required for cleaning or repairs.
- The cleaning checklist is followed.
- The rental hours do not exceed those paid for.
- Only designated rooms were used.
- Police or City staff intervention was not required.
- The rental was cancelled more than 30 days prior to the event.

8. PROPERTY AND EQUIPMENT

City equipment and furnishings must **remain on-site**. Removal of items will result in forfeiture of the security deposit. Any damage to City property may result in billing for replacement or repairs.

Decorations, wires, or cords must be approved by the City. **Only wall-safe tape** may be used to hang decorations. **Nails, tacks, staples, and duct tape** are prohibited. The use of rice, birdseed, confetti, or candles is also strictly prohibited.

9. CONDUCT

The rental applicant is responsible for the conduct of event guests and must ensure all attendees comply with all local, state, and federal laws, including those prohibiting the consumption of illegal substances or engaging in illegal activities.

Unruly or disruptive behavior, including shouting, fighting, or the use of profane language, will not be tolerated. In such cases, the City reserves the right to remove individuals and/or terminate the event, resulting in the forfeiture of all fees and the security deposit.

10. UNSUPERVISED CHILDREN

Children must be adequately supervised by an adult at all times while on City property.

11. BUSINESS LICENSE

A valid **City of Barstow business license** is required for any individual or business hired to provide services such as catering, photography, bounce houses, or alcohol service during the event. Proof of this license must be submitted before the event.

12. LIABILITY INSURANCE

Applicants must maintain a **million-dollar general liability insurance** policy naming the City of Barstow as "Additional Insured." The insurance policy must be submitted no later than **two (2) weeks prior** to the event.

13. ACCOUNTABILITY

The City of Barstow is not responsible for any accidents, injuries, or loss of personal property that occurs during the event. The applicant or organization granted use of the facility assumes full responsibility for any injury, loss, or damage resulting from the event. The City is also not liable for the loss or theft of any personal property, equipment, or belongings left on-site.

No equipment may be stored before or after the approved rental period.

14. COMPLIANCE

Failure to comply with these rental rules and regulations may result in the immediate termination of the rental, loss of all fees and deposits, and denial of future facility use. If the applicant violates any part of the agreement or provides false information, the City of Barstow may refuse future facility use to the applicant and forfeit a portion of or the entire rental fee and/or deposit.

15. CANCELLATIONS

Applicants must notify the Recreation Department of cancellations **at least 30 days** before the event. Any cancellation within **30 days** may result in the forfeiture of the entire deposit. No-shows will incur the full rental charge. The deposit may also be forfeited at the discretion of the Recreation Department.

6. PARK RENTALS

All parks are open to the public unless a reservation has been made for exclusive use. Renters must pay all fees, security deposits, and submit necessary paperwork for exclusive use.

17. FIELD RENTALS

Field rentals are based on availability, with Barstow organizations receiving priority. Fields are open to the public during normal park operating hours, with the exception of the Sports Park. If lights or preparation are needed, a reservation is required.

18. RENTALS OPEN TO THE PUBLIC

Any event open to the public requires a **Temporary Use Permit (TUP)** from the Community Development Department, and additional fees may apply. A vendor list and site plan must be submitted. The Recreation Department must receive all necessary documentation to approve the event.

19. Compliance

Failure to comply with facility policies may result in immediate termination of the rental,

Forfeiture of fees and deposits, and denial of future use.

20. Acknowledgement & Signature

I have read and understand the rules and regulations stated above and agree to comply with all requirements contained within the City's Facility Use Agreement, policy, and liability waiver.

Signature of Applicant

Date

FAQ

Catering and Bar: Provide current Barstow Business License | Sale of Alcohol must provide ABC License. (BYO alcohol allowed) On-site in uniformed security when alcohol is present must provide proof of guard card.

On-site kitchen prep space NO cooking on site. Refrigerator availability. No provided Ice supply/storage. DO NOT store ice in refrigerator.

Cleanup and trash disposal policy: All trash must be taken to the outside dumpsters located at the East of the property. Sweep and mop and spills. Facility must be left in good condition as stated in the Facility Use Agreement.

Tables & Chairs: Park and Recreation staff is to set-up & put away the tables and chairs.

Hanging items from walls permitted? Yes, command strips and painters tape only.

No tacks, no staples, no duct tape, no double sided tape

Venue rules or restrictions:

No Candles/open flame/ sparklers/ fireworks

No Confetti or glitter

Security when alcohol is present

Alcohol consumption MUST stop 1-hour prior the event concluding, no exceptions.

Food MUST be provided if alcohol is being served.

Deposit Refunded: As stated in clause 7 if all requirements are met a refund will be issued 4 - 6 weeks from event date.

No Wi-Fi availability

No Sound system availability

No Media provided

*** No generators provided***

City of Barstow Facility Waiver

By checking each box and signing below, I acknowledge and agree to the following terms regarding participation in any City of Barstow recreational programs or use of facilities:

- I understand that recreational activities involve inherent risks, including injury, illness, or death, and I voluntarily participate with full knowledge of these risks.
- I accept full responsibility for any injuries or damages that may occur and agree to hold harmless and release the City of Barstow, its officers, employees, and agents from all liability, including that arising from the active or passive negligence of the City or hazardous facility conditions (per CA Gov. Code §831.7).
- I acknowledge the City does **not** provide medical insurance or treatment for participants and that I am responsible for any medical costs incurred.
- I am responsible for any loss, theft, or damage to personal or City property or equipment during my participation or facility use.
- I grant permission to the City of Barstow to photograph or

video record me during activities for promotional use, without expectation of compensation.

- I understand some programs are conducted by independent contractors, not City staff.

Applicant Signature

Date

City Staff Role Limitation

City Parks and Recreation staff are present solely to ensure the safety and security of City facilities and property, and to enforce applicable policies, rules, and contractual terms. Staff shall not be responsible for event coordination, guest assistance, party planning, or any other duties beyond facility oversight and compliance monitoring.