CYPRESS RECREATION AND COMMUNITY SERVICES

PAVILION & MOONBOUNCE RESERVATION WORKSHEET

(Please print and fill out completely)

Reservation Date:_____ Estimated Attendance: _____

Check One: Evergreen Park ☐ Veterans Park ☐ Other ☐ _____ Park

☐ Pavilion Start Time: _____ am/pm End Time:_____ am/pm

☐ Moonbounce Start Time: _____ am/pm End Time:_____ am/pm

Moonbounce Company: _____

REMEMBER: This is NOT a reservation of space for the moonbounce equipment. It is a permit to have the moonbounce equipment at the park. Moonbounce generator MUST be gas powered.

Your Name: _____ Driver's License #:_____

Address:_____ Email:_____
Street/City/Zip Code

Day Phone: (____)_____ Evening Phone: (____)_____ Cell Phone: (_____)_____

Organization (if applicable): _____ Phone: (_____)_____

Address:_____
Street/City/Zip Code

PURPOSE OF EVENT: _____

1. Is facility to be used for fundraising? (non-profit only)..... YES ☐ NO ☐

   If yes, what will net proceeds be used for? _____

2. Open to the public?..... YES ☐ NO ☐

3. Will a catering or entertainment service be used: ..... YES ☐ NO ☐

   If yes, name: _____ Phone: (____)_____

OFFICE USE ONLY (Do not write below this line)

Pavilion Fee…… $_____

Moonbounce Fee……$_____

TOTAL……$_____

CASH VISA M/C Check # _____ Receipt # _____

City of Cypress Recreation and Community Services
5700 Orange Avenue, Cypress, CA 90630, (714) 229-6780
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Use of City Facilities Indemnification

I, _____, hereby certify that I am authorized to sign contracts on my own behalf or that of the organization listed herein which I represent. I further certify that I have read and understand the rules, agreements, conditions and terms of the **City of Cypress** Application for use of City facilities. In consideration for my or my organization's use of the facilities and/or property owned or operated by the City as listed below, I, the undersigned, hereby agree on behalf of myself and/or my organization, if any, as follows:

1. This reservation contract is issued in accordance with the policies outlined in the Facility Use Agreement, as established by the City Council, Recreation and Community Services Commission, and Recreation and Park District (collectively, "City"). I understand that ALL reservation forms **MUST BE SIGNED** before consideration of use approval, that **SUBMISSION OF A RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL,** and that a copy of my application will be returned to me *after approval or denial.*

2. I hereby agree that I, my heirs, executors, and assigns, the organization's members and guests and their heirs, executors and assigns will not make claim against, sue, attach the property of, or prosecute the City and its employees, officers, officials, volunteers, agents, and contractors for emotional distress, bodily injury, or death to myself or the organization's members or guests, or property damage arising out of any actions, including negligent acts, by any employees, officers, officials, volunteers, agents, and contractors in connection with my participation in this activity.

3. In addition, I hereby release and discharge the City of Cypress and its employees, officers, officials, volunteers, boards, departments, agents, and contractors from all actions, claims, or demands I, my heirs, distributes, guardians, legal representatives, or assigns now have, or may hereafter have, for emotional distress, bodily injury, or death to myself or property damage resulting from my participation in the activities conducted pursuant to this proposed use of a City facility.

4. In the event of a facility cancellation by the group/person, a charge will be deducted from fees and/or deposit monies collected, as outlined in the Facility Use Agreement.

5. I have been given a complete copy of the Facility Use Agreement policy.

I CERTIFY THAT I HAVE RECEIVED, READ AND UNDERSTAND THIS DOCUMENT, THE FACILITY USE AGREEMENT AND ALL OTHER DOCUMENTS GIVEN TO ME BY THE CITY IN CONNECTION WITH MY APPLICATION TO USE A CITY FACILITY. I, THE UNDERSIGNED, ON BEHALF OF THE BELOW-LISTED ORGANIZATION (IF APPLICABLE) DO HEREBY AGREE THAT MY GUESTS AND I WILL ABIDE BY THE POLICIES GOVERNING THE USE OF THIS FACILITY AND WILL BE RESPONSIBLE FOR ANY DAMAGES TO THE FACILITY, FURNITURE, OR EQUIPMENT CAUSED BY OUR OCCUPANCY OF THE PREMISES.

NAME (Please Print):_____

APPLICANT'S SIGNATURE:_____ **DATE**:_____

ORGANIZATION: _____

Day Phone Number: (_____)_____ Cell Phone Number: (____)_____

Cypress Recreation & Community Services

Facility Use Agreement
Pavilion and/or Moonbounce Permit

Contract # _____ **Event Date _____**

A. Pavilions

1. Only Cypress residents may reserve park pavilions.
2. Pavilions must be requested at least 10 working days in advance.
3. Only one permit per day will be issued for each individual pavilion.
4. The reserved area is limited to the area directly under the pavilion with picnic tables. The grassy areas surrounding each pavilion are available on a first come, first serve basis.
5. Applicants shall properly dispose of all trash.
6. Driving on the park is not permitted for any reason.
7. Pavilion fees are non-refundable and non-transferable. This includes events that are cancelled due to inclement weather or cancellation by the applicant. No deposit is required.
8. Consumption, serving and/or selling of alcohol is not permitted at any park facility except pursuant to a written authorization issued by the District.
9. Amplified music is not permitted at any City of Cypress Park.

B. Moonbounce Permits

1. A $15 permit fee is due not less than 10 WORKING days prior to event date.
2. Cypress Residents may submit an application 15 months in advance of their date.
3. The Moonbounce fee is non-refundable, even in the event of inclement weather or cancellation
4. Proof of residency must be shown at the time the application is submitted.
5. Only one permit per day, per park will be allowed.
6. Moonbounce vendor must provide a Certificate of Insurance listing the "City of Cypress/Cypress Recreation and Park District" as additionally insured for a minimum of $1 million.
7. Permits shall not be transferred, assigned or sublet. Permit and moonbounce vendor rental reservation must be in the same name.
8. Permit will *NOT* be issued until the name of the Moonbounce company is submitted, the certificate of insurance is valid and reservation has been confirmed
9. Moonbounce vendor's generator MUST be gas-powered.
10. Moonbounce may not be any larger than a Standard size moonbounce, approximately 15' x 15'.
11. Extreme, maze, three-in-one, or obstacle course type moonbounces are *NOT* permitted.
12. Moonbounce company is *NOT* allowed to drive onto the park.
13. Permit is not a reservation of space for the equipment. It is a permit to have the equipment on the park.

"I have read this document in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of deposit fees."

_____ _____

Signature ***Date***

City Council approved 5/26/09
Form updated 5/7/2012