



INDOOR FACILITY USE PERMIT APPLICATION

THIS APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO YOUR EVENT.

Return completed applications and the \$5.00 application fee to one of the following locations:

Corona Library & Recreation Services Office: 400 S. Vicentia Ave. 951-736-2241

Corona Public Library: 650 S. Main St. 951-736-2381

Circle City Center: 365 N. Main St. 951-817-5755

RESERVATION INFORMATION *(Recurring reservations may only be made 3 months at a time)*

| | | | |
|----------------------------|-----------|----------------------------|---|
| FACILITY NAME | | ROOM | DATE(S)/DAY |
| ESTIMATED ATTENDANCE (Age) | | START (Include Setup Time) | END (Include Cleanup Time) |
| 21+: | UNDER 21: | TOTAL: | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| | | | <input type="checkbox"/> AM <input type="checkbox"/> PM |

EVENT INFORMATION

| | |
|--------------------------------|---|
| EVENT TYPE & BRIEF DESCRIPTION | REQUESTED SETUP <i>(If "Custom," additional form needed)</i> <input type="checkbox"/> CLASSROOM <input type="checkbox"/> SEMINAR <input type="checkbox"/> U-SHAPE <input type="checkbox"/> BANQUET <input type="checkbox"/> CUSTOM Circle City Center & Library ONLY: <input type="checkbox"/> STAGE <i>(with above choice)</i> |
|--------------------------------|---|

CHECK ALL THAT APPLY *(Alcohol ONLY allowed at Circle City Center and Library, Alcohol Use Policy Agreement is required)*

SERVING FOOD SELLING FOOD SERVING ALCOHOL SELLING ALCOHOL OPEN TO THE PUBLIC
 ADMISSION CHARGED PA SYSTEM PROJECTOR/SCREEN
Circle City Center & Library ONLY: PA SYSTEM PROJECTOR/SCREEN

APPLICANT/ORGANIZATION

| | |
|---|--|
| APPLICANT NAME | ORGANIZATION NAME |
| APPLICANT ADDRESS <i>(Street, City, State, Zip)</i> | ORGANIZATION ADDRESS <i>(Street, City, State, Zip)</i> |
| APPLICANT PHONE: Cell: _____ Home/Work: _____ | ORGANIZATION PHONE |
| APPLICANT EMAIL | ORGANIZATION EMAIL |

VENDOR INFORMATION

LIST THE TYPES OF VENDORS YOU WILL BE HIRING *(All vendors required to provide proof of liability insurance)*

MARKETING *(All events open to the public require a Police Department Special Event Permit & Copy of Flyer)*

INDICATE HOW YOU WILL MARKET YOUR EVENT

FLYER SOCIAL MEDIA OTHER _____

FACILITY:

DATE:

PENDING #

PERMIT #



INDOOR FACILITY RENTAL POLICIES & GUIDELINES

APPLICATION SUBMISSIONS

- The person filling out this form must be 21 years of age or older. If the facility will be used by patrons under the age of 21 years old, there must be one adult present per 10 minors (17 or younger) during the event.
- Applicant must abide by all federal and state laws as well as the Corona Municipal Code.
- Application forms along with the \$5.00 application fee and deposit should be filled in completely and submitted to the Library & Recreation Services Department.
- Applications must be submitted a minimum of thirty (30) days in advance of proposed reservation date.
- Applications will be accepted no more than six (6) months in advance for Auburndale, Civic Center Gym rooms, Victoria and the Senior Center.
- Applications will be accepted no more than one (1) year in advance for the Civic Center Auditorium, Circle City Center, Library and City Hall South Lawn.
- Recurrent reservations are made by special arrangement and may only be made for three (3) consecutive months at a time. Applications for recurrent reservations may be submitted no more than six (6) months in advance of the first reservation date.

FEES/DEPOSITS

- No person or group may use a City facility unless all fees and deposits are paid in advance.
- Fees:
 - A non-refundable \$5.00 application fee and deposit is due upon application submission.
 - Please review the attached fee schedule for information on hourly rates.
 - Minimum 1-hour reservation during Library and Circle City Center regular operating hours.
 - Minimum 3-hour reservation for all other facilities and after hours for Library and Circle City Center.
 - All reservations must be paid in full a minimum of fifteen (15) days before the reservation date.
- Security Deposits:
 - Security deposit must be paid in full upon submission of application
 - The facility user will be billed for any damages or cleanup exceeding the amount of the damage/cleaning deposit. The facility must be returned in the same condition as loaned.

CANCELLATIONS

- The amount of your deposit refund is determined by when you contact the City of Corona of your decision to cancel:
 - 31 days or more from your reservation: 100% of your deposit
 - 30-15 days from your reservation: 50% of your deposit
 - 14 or fewer days: 0% of your deposit

TENTS/BOUNCERS

- No structures may be erected or assembled on premises, nor any electrical, mechanical, vehicles, or other equipment be allowed on premises unless special approval has been obtained from the Library & Recreation Services Department.



INDOOR FACILITY RENTAL POLICIES & GUIDELINES

NON-PROFIT STATUS

- A reduced rate is available for 501 (c)3 non-profit organizations who have a physical address within Corona city limits. Proof of State of California non-profit status and/or IRS Certificate is required and must accompany this application.

CONCESSIONS

- Nothing shall be sold, offered or advertised for sale on or in City facilities unless correct licensing procedures are followed according to the Corona Municipal Code.

SPECIAL EVENTS OPEN TO THE PUBLIC

- A Special Event Permit issued by the Corona Police Department is required for all events open to the public. Any application requiring a Special Event Permit must be submitted a minimum of thirty (30) days prior to the reservation date. An approved copy of the Special Event Permit must be received by the Library & Recreation Services Department at least fifteen (15) days prior to the event. Additional insurance and security may be required of the user group for special events.

AMPLIFIED SOUND

- If amplified sound is desired, a request addressed to the Library & Recreation Services Director for amplified sound must be submitted at least fifteen (15) days in advance of the reserved date.

ALCOHOL

- Alcohol is only permitted inside the Circle City Center, Library Grand Blvd. Room and on the South Lawn. Alcohol is not permitted in parks, picnic shelters, or other facilities available for reservation, per Corona Municipal Code Chapter 9.22. If you plan to host a reservation with alcohol, you will need to sign and abide by all rules included in the City of Corona's Alcohol Use Policy. A security guard is required for all reservations involving alcohol.

INSURANCE

- Upon the Department's request, the applicant and/or all organizations, businesses, and vendors associated with the reservation will be required to obtain a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the City of Corona as an additional insured, and must be submitted at least fifteen (15) days before the reservation date.
- The applicant/organization completing the form is responsible for providing the insurance certificate before rental fees can be paid. Insurance may be purchased at City Hall in the Administrative Services Department- Human Resources Division.

AGREEMENT

I hereby certify that I am the authorized representative of the applicant organization, that application statements are true to the best of my knowledge and that I agree to be bound by the regulations and policies listed above or attached to this application. I, through the signing of this agreement, indemnify, hold harmless and defend the City of Corona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgement of every name and description against the City as a result of loss, damage or injury to any person or property by reason of any action or omission by the application organization.

Applicant's Signature

Date



City of Corona Facility Rental Price Summary

| Facility | Address | Capacity | Group II Resident Non Profit | Group IIV Resident Youth Sports | Group III Resident Special Groups | Group IV Resident Private | Group V All Non Resident | Deposit |
|---|--------------------|----------|---------------------------------|------------------------------------|---|------------------------------|-----------------------------|---------|
| Circle City Center | 365 Main St | -- | -- | -- | -- | -- | -- | |
| Banquet Room Full (3hr min) | | 250 | \$125 per hr | \$125 per hr | \$190 per hr | \$250 per hr | \$375 per hr | \$ 500 |
| Banquet Room Half (3hr min) | | 140 | \$60 per hr | \$60 per hr | \$90 per hr | \$125 per hr | \$190 per hr | \$ 250 |
| Classroom | | 45 | \$25 per hr | \$25 per hr | \$30 per hr | \$35 per hr | \$55 per hr | \$ 100 |
| Conference Room | | 20 | \$40 per hr | \$40 per hr | \$45 per hr | \$50 per hr | \$75 per hr | \$ 100 |
| Fitness Studio Full | | 90 | \$50 per hr | \$50 per hr | \$60 per hr | \$75 per hr | \$115 per hr | \$ 200 |
| Fitness Studio Half | | 45 | \$25 per hr | \$25 per hr | \$30 per hr | \$35 per hr | \$55 per hr | \$ 100 |
| Game Room | | 45 | \$40 per hr | \$40 per hr | \$45 per hr | \$50 per hr | \$75 per hr | \$ 200 |
| Gym Full Court BB | | -- | \$50 per hr | \$50 per hr | \$60 per hr | \$70 per hr | \$105 per hr | \$ 100 |
| Gym Gathering Space (3hr min) | | 600 | \$150 per hr | \$150 per hr | \$225 per hr | \$275 per hr | \$415 per hr | \$ 500 |
| Stage/Lawn fewer than 200 people | | -- | \$120 per hr | \$120 per hr | \$130 per hr | \$140 per hr | \$210 per hr | \$ 200 |
| Stage/Lawn with 200+ people | | -- | \$120/hr + actual cost | \$120/hr + actual cost | \$130/hr + actual cost | \$140/hr + actual cost | \$210/hr + actual cost | |
| Audio / Visual | | -- | \$20 flat fee | | | | | |
| Kitchen | | -- | \$100 flat fee | | | | | |
| Lobby | | 100 | \$40 per hr | \$40 per hr | \$50 per hr | \$60 per hr | \$90 per hr | \$ 100 |
| Portable Stage Rental | | -- | \$50 flat fee | | | | | |
| Auburndale Rec Center | 1045 Auburndale St | | | | | | | |
| North Room | | 40 | \$35 per hr | \$35 per hr | \$45 per hr | \$65 per hr | \$100 per hr | \$ 200 |
| South Room | | 75 | \$35 per hr | \$35 per hr | \$45 per hr | \$65 per hr | \$100 per hr | \$ 200 |
| City Gym | 502 S Vicentia | -- | -- | -- | -- | -- | -- | |
| Basketball Court | | 400 | \$40 per hr | \$40 per hr | \$50 per hr | \$60 per hr | \$90 per hr | \$ 200 |
| Fitness Room | | 60 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |
| Meeting Room | | 20 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |
| Teen Room | | 40 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |
| El Cerrito Picnic BBQ | 7500 El Cerrito | N/A | \$60/day | \$60/day | \$72/day | \$90/day | 135 per hr. | \$ 100 |
| El Cerrito Picnic Rental | 7500 El Cerrito | N/A | \$20 per hr | \$20 per hr | \$24 per hr | \$30 per hr | \$45 per hr | |
| Fiesta Bandshell | 930 E 6th St | N/A | \$20 per hr | \$20 per hr | \$25 per hr | \$40 per hr | \$60 per hr | \$ 200 |
| Historic Civic Center Theatre | 815 W 6th St | 380 | \$35 per hr | \$50 per hr | \$60 per hr | \$85 per hr | \$130 per hr | \$ 200 |
| Theater Technician | | | \$20 per hour | | | | | |
| Historic Community Room | 815 W 6th St | 99 | \$35 per hr | \$35 per hr | \$45 per hr | \$65 per hr | \$100 per hr | \$ 200 |
| Library | 650 S Main St | -- | -- | -- | -- | -- | -- | -- |
| Grand Blvd Room (Main Room+Belle Room) | | 160 | \$70 per hr | \$105 per hr | \$105 per hr | \$140 per hr | \$210 per hr | \$ 200 |
| Main Street Room | | 55 | \$35 per hr | \$55 per hr | \$55 per hr | \$70 per hr | \$105 per hr | \$ 100 |
| Belle Street Room | | 55 | \$35 per hr | \$55 per hr | \$55 per hr | \$70 per hr | \$105 per hr | \$ 100 |
| High Desert Room | | 24 | \$35 per hr | \$55 per hr | \$55 per hr | \$70 per hr | \$105 per hr | \$ 100 |
| Taber Room | | 12 | \$25 per hr | \$40 per hr | \$40 per hr | \$50 per hr | \$75 per hr | \$ 100 |
| Portable Stage | | | \$20 flat fee | | | | | \$ 100 |
| Audio Visual | | | \$20 flat fee | | | | | \$ 100 |
| Piano | | | \$20 Flat fee | | | | | \$ 100 |
| Kitchen | | | \$20 Flat fee | | | | | \$ 100 |
| Picnic Shelters | Various | N/A | \$10 per hr | \$10 per hr | \$12 per hr | \$15 per hr | \$25 per hr | |
| Pool** (Auburndale OR City Park) | Multiple | | \$60 per hr | \$60 per hr | \$70 per hr | \$90 per hr | \$135 per hr | \$ 200 |
| Senior Center | 921 S. Belle St | -- | -- | -- | -- | -- | -- | -- |
| Billiard Room | | 48 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |
| Main Room | | 122 | \$35 per hr | \$35 per hr | \$45 per hr | \$65 per hr | \$100 per hr | \$ 200 |
| Sunshine Room & Library | | 28 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |
| Victoria Community Center | 312 9th St | -- | -- | -- | -- | -- | -- | |
| Main Room | | 70 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |
| North Room | | 30 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |
| South Room | | 50 | \$25 per hr | \$25 per hr | \$30 per hr | \$45 per hr | \$70 per hr | \$ 200 |

**Pool rental price increases \$20/hr for every 25 people over 75 in attendance.

| Sports Fields (non-tournament) | | | | | |
|---------------------------------|---|-----------------------|-----------------------------------|--------------------|----------------------|
| Services Available | Group II Non Profit | Group IY Youth Sports | Group III Resident Special Groups | Group IV Resident | Group V Non Resident |
| Day Use | \$10/hr each field | No Charge | \$18/hr each field | \$30/hr each field | \$40/hr each field |
| Light Fee | Actual Costs | | | | |
| Dragging and Lining (ballfield) | \$38 flat fee each field | | | | |
| Peg Bases | \$25 rental per set plus \$200 refundable deposit per set | | | | |

| Sports Fields (tournament) | | | | | |
|---|----------------------------|----------------------------|-----------------------------------|----------------------------|----------------------------|
| Services Available | Group II Non Profit | Group IY Youth Sports | Group III Resident Special Groups | Group IV Resident | Group V Non Resident |
| In addition to these costs, all light fees, dragging and lining, and peg bases must be paid for according to prices in the table above. | \$120 per day, per amenity | \$120 per day, per amenity | \$120 per day, per amenity | \$140 per day, per amenity | \$200 per day, per amenity |

| Special Events in Open Grass/Park Locations | | | | | |
|--|----------------------------|----------------------------|-----------------------------------|----------------------------|----------------------------|
| Options | Group II Non Profit | Group IY Youth Sports | Group III Resident Special Groups | Group IV Resident | Group V Non Resident |
| Fewer than 200 people and open to the public | \$120 per day, per amenity | \$120 per day, per amenity | \$120 per day, per amenity | \$140 per day, per amenity | \$200 per day, per amenity |
| 200+ people and open to the public | Full Costs | | | | |

Applications may be submitted at:

City Hall
 400 S. Vicentia Ave. #225
 Corona, CA 92882
 (951) 736-2241

Circle City Center
 365 N. Main Street
 Corona, CA 92882
 (951) 817-5755

Corona Public Library
 650 S. Main Street
 Corona, CA 92882
 (951) 736-2381