City of Ukiah

APPLICATION FOR USE OF CITY FACILITIES

200 South School Street, Ukiah, CA 95482
Phone 707.463.6701 Fax 707.462.2088
Emergency Call Out 707.463.6262

General Information *(Please type or write legibly)*

NAME OF APPLICANT AND/OR ORGANIZATION		
MAILING ADDRESS		
TYPE OF ACTIVITY		ESTIMATED ATTENDANCE
PHONE: DAY	EVENING	CELL
DATE OF EVENT(S)		
TIME OF EVENT(S)		
FACILITY REQUESTED (SEE BELOW)		

Ukiah Valley Conference Center	Todd Grove Park BBQ	Alex Rorabaugh Center
Grace Hudson Public Room	Oak Manor Park	Alex Rorabaugh Gym
City of Ukiah Council Chambers	Vinewood Park	Sports Complex
Alex Thomas Plaza	Observatory Park	Anton Stadium

RELEASE OF LIABILITY AND INDEMNIFICATION:

In consideration of and as a condition for use of above stated facility, Applicant and/or Organization hereby agrees to assume and all risks arising out of or incident to the use of said facility, and expressly waives any claim that the Applicant and/or Organization may otherwise have against the City of Ukiah based on the use of the City owned property or otherwise. Pursuant to this application, Applicant and/or Organization further agrees to defend, indemnify and hold harmless the CITY OF UKIAH, it's officers, agents employees and volunteers from any and all claims, damages, losses or expenses, including bodily injury, property damage, or other loss resulting from the Applicant's conduct, the conduct of third parties, or the joint conduct of the Applicant and the City of Ukiah. The Applicant and/or organization further agrees to pay the City of Ukiah any cost incurred in defending against any such claim, including reasonable attorney's fees.

The Applicant and/or Organization shall be responsible for leaving said facility in the same condition as found. Any costs for clean up or damages, as determined by a representative of the City Community Services Department, will be charged to the Applicant and/or Organization.

The Applicant and/or Organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming the City of Ukiah, it's officers, agents, employees and volunteers as additionally insured.

SIGNATURE OF APPLICANT: _____

DATE: _____ EMAIL: _____

Facility will be reserved only when deposits and/or fees are paid. Fees must be paid in full two weeks (14 days) prior to rental.

Check, Credit Card, Money Order or Cashier's Check

See Reverse

Event Information

1. Non-Profit Organization? ☐ Yes ☐ No
2. Is this event a fundraiser? ☐ Yes ☐ No
3. Will alcohol be served? ☐ Yes ☐ No
4. Will alcohol be sold? ☐ Yes ☐ No

**If answered "Yes", Department of ABC Permit required.

5. Electricity in Todd Grove Park ☐ Yes ☐ No

Certificate of Insurance AND Endorsement to be provided by:
(Insurance Company)

---

*Room rentals limited to an eight hour period between 7 am to 12 am.
*Parks: 8 am to dark.
***No amplified sound in parks** (including, but not limited to boom-boxes, bands, karaoke, DJs, etc.) without prior written approval by the Director of Community Services.
***No water slides are permitted in parks**

Additional Event Notes and Details

****

FOR OFFICE USE ONLY:	QUOTE	AMOUNT PAID	DATE RECEIVED
FEE	$_____	$_____	_____
DEPOSIT	$_____	$_____	_____

APPLICATION RECEIVED/APPROVED BY _____

DATE_____

City of Ukiah

Ukiah Valley Conference Center
Facility Rental Information

Please Mark Services Requested

Room Set-up:

- ○ Boardroom
- ○ Theater/Assembly
- ○ Reception
- ○ U-Shape or Square
- ○ Classroom (8 foot rectangular tables)
- ○ Modified Classroom (6o inch round tables)
- ○ Stage
- ○ Dance Floor
- ○ Other (please specify)

Comments:

_____

_____

Audio/Visual Needs:

- ○ Podium w/Attached Microphone
- ○ Flip Chart(s) Number Needed: _____
- ○ Sound System w/Wireless Microphone (hand held or lapel)
- ○ LCD Projector
- ○ Screen
- ○ A/V Cart
- ○ Video Conferencing

- ○ Whiteboards
- ○ Television/DVD

Comments:

_____

_____

Other Services:

- ○ Coffee/Tea Service
- ○ Continental Breakfast
- ○ Catered Lunch
- ○ Afternoon Snack/Beverage Service
- ○ Catered Dinner
- ○ Kitchen Use
- ○ Linen & Party Supply Rental
- ○ Other (please specify)

Comments:

_____

_____