

**City of Merced Parks and Community Services**

632 W 18<sup>th</sup> Street  
Merced, CA 95340  
(209) 385-6855 fax (209) 726-5327

**\*On Call (209) 564-9103**

For Rental Problems

**APPLICATION AND AGREEMENT FOR USE OF FACILITIES**

Applicant's Name:		Address:		City:		Zip Code:		
Name of Organization:			Day Phone (Area Code):			Evening Phone (Area Code):		
Room to be reserved - Please Circle: <div style="display: flex; justify-content: space-around;"><span>Sam Pipes Conference Room</span><span>Merced Community Senior Center</span></div>								
Nature of Event:		Event Date:		Time:		Estimated Attendance		
				10 AM TO 3 PM		Adults      Minors      Total		
<b>Public Event?</b> Yes    No  <b>Event used to raise money?</b> Yes    No  <b>Admission Charged?</b> Yes    No		<b>Equipment Requirements:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Chairs - Theatre Style</li><li><input type="checkbox"/> Chairs and Tables – Classroom Style</li><li><input type="checkbox"/> Chairs and Tables – Banquet Style with Dance Floor</li><li><input type="checkbox"/> Stage</li><li><input type="checkbox"/> Kitchen Facilities</li><li><input type="checkbox"/> Portable Coffee Maker(s)</li><li><input type="checkbox"/> P.A. System</li><li><input type="checkbox"/> U.S. Flag</li><li><input type="checkbox"/> California Flag</li></ul> <div style="border: 1px solid black; background-color: yellow; padding: 5px; text-align: center; margin: 10px 0;"><b>STANDARD RENTAL FEES</b></div> <p>Other: <u>Event time is 11 AM to 2 PM. Requested 2 hours for set up on Friday, October 7th. Renter to receive one hour before (set up) and one hour after (cleanup) event. Total use time, including Friday set up is 7 hours.</u></p> <p><b>ADDITIONAL DATES:</b> _____</p>						

**APPLICANT'S AGREEMENT**

I have read this agreement and accept the facility for which this application is made in an "AS IS" condition. In consideration of the minimal fees paid for use of the facility, the applicant is to indemnify, defend and hold harmless the City of Merced, its officers, officials, employees, agents, and volunteers ("City and City Personnel") from all actions, liabilities, claims, damages to persons or property, losses, costs, penalties, obligations, errors, or omissions that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant, whether or not there is concurrent passive or negligence on the part of City or City Personnel.

**NOTICE TO APPLICANT:**

All rentals must be cancelled no later than 2 weeks before the event date, except the **Senior Center, which must be cancelled at least 30 days before the event.** A "Refund Appeal" must be filled out when requesting a refund and may be subject to a 25% assessment fee for administrative costs. Failure to do so will result in forfeiture of deposit and all rental fees.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**-OFFICE USE ONLY-****FEES**Contracted Hours \$ 7 @ \$ 125 = \$ 875.00Deposit (refundable) \$ 300.00Set-up Fee \$ 100.00

Kitchen Fee \$ \_\_\_\_\_

Cleaning Fee \$ 366.00**TOTAL** \$ 1641.00**Department Authorized Signature:**

Date: \_\_\_\_\_

☐ Approved      ☐ Denied☐ Set up Diagram (at least 2 weeks prior to event if applicable)☐ Certificate of Insurance in compliance with City of Merced☐ Contracted Security/Dance Permit☐ ABC License (if liquor is to be sold)☐ Added to Computer By: \_\_\_\_\_**Please make check payable to City of Merced.**

Returned checks will result in cancellation of event and/or additional charges.