

City of Merced Parks and Community Services

632 W 18th Street
Merced, CA 95340
(209) 385-6855

*On Call (209) 564-9103
For Rental Problems

APPLICATION AND AGREEMENT FOR USE OF FACILITIES

Applicant's Name: Amanda Toste	Address: 627 W. 21st Street	City: Merced	Zip Code: 95340
Name of Organization: Superior Court of California, County of Merced	Primary Phone (Area Code): (209) 725-4127	Secondary Phone (Area Code): (209) 725-4186	

Room to be reserved - Please Circle:

Sam Pipes Conference Room

Council Chambers

Merced Community Senior Center

Nature of Event: Jury Services	Event Date: 8/10/20 - 10/30/20	Time: Monday - Friday 8:00 AM- 5:00 PM	Estimated Attendance Total Up to 125
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Public Event? <input checked="" type="radio"/> Yes <input type="radio"/> No Event used to raise money? Yes <input checked="" type="radio"/> No Admission Charged? Yes <input checked="" type="radio"/> No	Equipment Requirements: <input checked="" type="checkbox"/> Chairs - Theatre Style <input type="checkbox"/> Chairs and Tables - Classroom Style <input type="checkbox"/> Chairs and Tables - Banquet Style with Dance Floor <input checked="" type="checkbox"/> Stage <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Portable Coffee Maker(s) <input checked="" type="checkbox"/> P.A. System <input checked="" type="checkbox"/> U.S. Flag <input checked="" type="checkbox"/> California Flag Other <u>Tables for stage. Use of Library. pool table room and conference room</u> ADDITIONAL DATES: <u>Extensions as needed and available</u>
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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.** Refunds may be subject to a 25% assessment fee for administrative costs. Failure to cancel within the specific time frame will result in forfeiture of deposit and all rental fees.

Signed Amanda Toste

Date 7/31/2020

-OFFICE USE ONLY-

FEES

Contracted Hours _____ @ \$ _____ = \$ _____

Deposit \$ _____

Set-up Fee \$ _____

Cleaning Fee \$ _____

TOTAL \$ _____

Please make check payable to **City of Merced.**

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

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. (Through City's Insurance Dept.)
- ☐ Security Contract
- ☐ Dance Permit
- ☐ ABC License (if liquor is to be sold)
- ☐ Added to Computer By: _____



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

www.mercedcourt.org

627 W 21st Street Merced, CA 95340

Phone (209) 725-4110

AMANDA TOSTE
COURT EXECUTIVE OFFICER
and
JURY COMMISSIONER

Merced City Council
678 W. 18th Street
Merced, CA 95340

Date: July 31, 2020

Re: Application and Agreement for Use of Facilities

Dear Council Members,

We are writing this letter to supplement our appreciation for use of the Merced Community Senior Center.

The Superior Court of California, County of Merced is looking for a large space to conduct jury services, including jury selection and jury trials. The Jury Assembly Room at the courthouse is not large enough to accommodate a large group with social distancing during the COVID-19 pandemic. Specifically, the Court is requesting use of the Merced Community Senior Center from August 10th, 2020 through October 30th, 2020, or a timeframe acceptable to the Council and asks for the facility fees be waived. The Court is a public agency faced with budget reductions, as are most public agencies during this difficult time.

While the Court is requesting availability of the center Monday through Friday at this time, this is dependent on the scheduling of jury trials and may not be needed each day requested. The Court will communicate at least 1 business day in advance with the city designee to confirm the actual dates of use. In addition, the Court will supply a state certified/licensed janitorial service if necessary. Court security is provided by Merced County Sheriff's Department and will be onsite during the jury service and trial.

The Court recognizes that this request is unique and challenging at the same time. During the months of June and July, we successfully utilized El Capitan High School's theater for these services. With schools resuming in August, the high school needs the facility to address staff training and development. The Court will exercise all safety precautions while using the facility, including but not limited to, automated temperature screening, COVID screening signage, providing personal protective equipment such as masks, gloves, and hand sanitizations.

The Court appreciates this opportunity and implores the City of Merced Representatives to approve this request. Should there be any concerns or questions please contact me at (209) 725-4127 or email at Amanda.Toste@mercedcourt.org.

Sincerely,

Amanda Toste