



Community Action Partnership of Kern

## Reservation Request Form

### CAPK USE ONLY

Name of Event: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
R RCVD/#: \$ \_\_\_\_\_ MO# \_\_\_\_\_ D: \_\_\_\_\_  
SD RCVD: \$ \_\_\_\_\_ MO# \_\_\_\_\_ D: \_\_\_\_\_  
SGP Received: \$ \_\_\_\_\_ MO# \_\_\_\_\_ D: \_\_\_\_\_  
\*R Reservation \*SD Security Deposit \*SGP Security Guard  
Payment \*MO Money Order Number \*Date Received

Applicant Name: \_\_\_\_\_

Name of person requesting the reservation, herein referred to as Prospective User (Must be 21 years of age).

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Organization (If applicable): \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact information of person in your organization to contact with any questions about the reservation

Please Check One:

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Individual Tax ID No.: \_\_\_\_\_

Please Check One Classification (Disregard if marked as Individual above):

☐ Non-Profit ☐ Faith Based Agency ☐ Local Gov't ☐ Fed. Gov't ☐ Profit ☐ Housing Collaboration

☐ School District ☐ Post-Secondary Education Institution

### Facilities:

☐ Gymnasium ☐ Covered Pergola Picnic Area ☐ Kitchen (see kitchen rules & regulations) ☐ Small Classroom  
☐ Computer Lab ☐ Parking Lot and Green Space ☐ Large Activity Classroom

### Amenities:

☐ Computer Equipment ☐ Tip & Roll Bleachers ☐ Full/ Half-court Basketball nets ☐ ChromeBook's \_\_\_\_\_  
☐ Projector/Projector screen (Lab Room only) ☐ Tables & Chairs \_\_\_\_\_ ☐ Other \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Alternative Date(s): \_\_\_\_\_

From: \_\_\_\_\_ ☐ AM ☐ PM To: \_\_\_\_\_ ☐ AM ☐ PM

The complete timeframe the building is required, including all set-up and take-down

Detailed Description of Event (including information about vendors, amplified sound, attractions, etc.): \_\_\_\_\_

Total Number Attending: \_\_\_\_\_ Alcohol Served: ☐ Yes ☐ No Alcohol Sold: ☐ Yes ☐ No

Hours Alcohol will be Onsite: From: \_\_\_\_\_ ☐ AM ☐ PM To: \_\_\_\_\_ ☐ AM ☐ PM

(The hours that alcohol will be present at the facility, including the parking lot. Hours may differ from the total hours reserved for your event.)

Products Sold: ☐ Yes ☐ No Fund-raiser: ☐ Yes ☐ No Dance: ☐ Yes ☐ No Food Served: ☐ Yes ☐ No

Admission Charges: ☐ Yes ☐ No Open to the Public: ☐ Yes ☐ No

**Security Guards are required whenever facility is used in the above checked way(s).**

## FACILITIES ARE AVAILABLE ON A FIRST COME FIRST SERVE BASIS

It is understood that this is a request, not a guaranteed reservation. It is also understood that if any requested dates are chosen by another applicant, CAPK will try to work with the competing applicant's alternate dates to accommodate all parties. If alternate dates are not available or requested, the contested date(s) will be granted to the individual who paid their reservation deposit first.

### **FEES AND PERMITS**

- Fees apply to all commercial, private, and non-profit uses of the building(s), unless specified prices are agreed upon in negotiations with management and added changes included in signed contract.
- All contracts must be paid in full at least 2 weeks before the event.
- The use of DJ's or sound equipment requires an Amplified Sound permit from the City of Bakersfield. Contact City of Bakersfield - City Clerk - 661. 326.3767.
- The sale of alcohol requires a permit from Alcohol Beverage Control. Contact Alcohol Beverage Control - 661.395.2731 for additional information. You will be required to attend a pre-event meeting with the facility manager if alcohol will be sold during your event.
- The consumption of alcohol requires Alcohol Liability Insurance and security guards. Please contact facility manager for more information.
- A reservation deposit is required to hold a date and time and must be paid for at time of booking. A deposit of \$600 with a hold of \$350 (cleaning fee) that will be applied to the final cost of all Gymnasium events. A deposit of \$250 with a hold of \$50 (cleaning fee) will be applied to the final cost of each rented facilities. A 72-hour written cancellation notice is required for a refund of all deposits.
- A cleaning deposit is required. This cleaning deposit is non-refundable. The reservation and security deposit will be refunded (less any deductions necessitated by additional cleanup or damage), 4 to 6 weeks after the event. Fees for any damage that exceed the deposit must be paid within 48 hours of the event date.
- All rental fees are to be paid in full 2 weeks prior to the event.

### **INSURANCE REQUIREMENTS**

- Prospective user is fully responsible for any damage to the premises cause by themselves, their vendors, or their guest.
- Community Action Partnership of Kern requires general liability insurance coverage of \$1,000,000 for use of its properties. **This is the sole responsibility of the prospective user.** The coverage must contain the following: "The policy shall name the Community Action Partnership of Kern, its officers, agents, employees, Volunteers, and Board Members as additional insured, covering all of applicant's activities including, but not limited to, the activities of vendors and sub vendors, users and sub users and the agents of any of the forgoing, the operation of vehicles or equipment, products liability and liability assumed under the "indemnity" provisions hereof."
- An additional insured endorsement page is required. The endorsement page must list the CAPK as additional insured using the following wording: "**Community Action Partnership of Kern, its officers, agents, employees, Volunteers, and Board Members, 5005 Business Park North, Bakersfield, Ca. 93309.**"
- If serving alcohol, Alcohol Liability Insurance is required. **This is the sole responsibility of the prospective user.**
- Certificate of Insurance must be turned in by \_\_\_\_\_(Date).

### **SECURITY REQUIREMENTS**

- Security Service is a requirement for all events and cost is determined by the number of attendees. The estimated cost for your event is \$\_\_\_\_\_ for \_\_\_\_\_ guards. A "Security Agreement" must be signed, and total amount paid in full by\_\_\_\_\_. If Security Agreement is not paid for on/or by your date will not be guaranteed and may be given to another prospective user.
- Security may shut down your event at any time, should guests become unruly, the number of guests exceeds the number on application, and/or if the event becomes a hazard. If Police are dispatched to your event, it will automatically be shut down and deposit is forfeit.

### **SET-UP & CLEAN UP**

- When making a reservation, please add enough time for set-up and clean up (CAPK suggests an additional hour before and after event).
- A walk-through of the facility is required with facility staff prior to and after the event.
- Building must be cleaned and vacated by the "end time" on your reservation. Any time over the reserved time will be charged in 1-hour increments.
- If the building is not returned to its original condition any and all, fees will be withheld from deposit. Any additional charges/costs incurred exceeding the deposit on file; will be billed to client for payment. Payment must be received within 30 days of receipt.

### **RULES & REGULATIONS**

- All contracts must be paid in full at least 2 weeks before the event.
- Facility is only available for times requested.
- Items may not be affixed (tacked, nailed, taped, etc.) to the walls or ceilings of the building.
- Fog and/or bubble machines are not allowed.
- All alcohol must remain in the building.
- Consumption or possession of any illegal substance is prohibited, and NO smoking is permitted anywhere in the building(s) or on the property.
- All events must end by 12:00 AM.
- All litter and trash must be placed in the dumpster or removed from the grounds and disposed of properly.
- The Prospective user responsible for the event MUST be present for the entire event.
- Any program involving children is the responsibility of the prospective user. Prospective user must not leave until all children have been picked up. Under no circumstances is any child to be left unattended.

**CAPK shall not be held responsible for any injuries sustained while at the facility; and cannot be responsible for prospective user's materials, equipment, or possessions. This includes damaged, lost, or stolen property.**

CAPK's duty to provide facilities to prospective user is expressly contingent on CAPK'S ability to fund personnel and services necessary to administer and/or maintain its facilities. In the event budget funds are not available after this Agreement is executed, this Agreement shall be immediately terminated or suspended as of the date the funds are or become unavailable. CAPK shall have no further obligation to prospective user under this Agreement, until such time, if ever, that necessary funds are received for the facility administration and/or maintenance designated within this Agreement.

Prospective user agrees to indemnify and hold CAPK harmless pursuant to the indemnification provisions of this Agreement from any costs, liabilities, losses, damages, or expenses incurred as a result of termination of the Agreement.

I have read and understand this disclaimer and agree to its terms and conditions.

_____ Signature of Authorized Representative	_____ Date	_____ Name (Please Print)
_____ CAPK Staff	_____ Date	_____ Name (Please Print)





## Kitchen Use – Rules and Regulations

Name of Event: \_\_\_\_\_

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

Location: \_\_\_\_\_

Welcome to our Multipurpose Room Kitchen, we are very proud of our facility. Please help us to keep it clean, neat, and ready for use by the next organization.

**NOTE: IF THE EVENT IS OPEN TO THE PUBLIC /OR FOOD IS BEING SERVED, PLEASE FOLLOW THE ATTACHED REGULATIONS REQUIRED FROM THE KERN COUNTY PUBLIC HEALTH SERVICES DEPARTMENT, ENVIRONMENTAL HEALTH DIVISION.**

1. All organizations, groups, and individuals must supply their own eating utensils.
2. All litter and trash must be placed in the dumpster or removed from the grounds and disposed of properly. The dumpster is to always remain closed.
3. Nothing is to be left on the counters.
4. Refrigerators cannot be used to store food, and items within refrigerator's are not to be used by any organization, no exceptions.
5. No food is to be cooked or warmed on the stove or in the oven.
6. Clean up any and all food, spills, and trash on counter, sink, and floor.
7. If any additional cleaning is required by facility staff, fees will be withheld from any deposits on file. Should the charges/costs exceed the amount of deposit on file; the client will be billed for the excess amount.
8. Please bring your own cleaning materials, soap, dishrags, and paper towels.
9. This is a not a full use kitchen; prepping of vegetables, thawing of meat is strictly prohibited. All ingredients are to be pre-prepared and ready for serving only.

**My signature below indicates that I have read and agree to all the above terms and conditions. I also agree to read and follow the required regulations from the Kern County Public Health Services Department, Environmental Health Division regarding operating a Temporary Food Facility.**

Name: \_\_\_\_\_

(Please Print) Last

First

Middle Initial

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

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

Community Action Partnership of Kern Staff



CAPK Shafter Youth Center  
455 E. Euclid Ave. Shafter, Ca 93263  
(661) 746-8235

# **Shafter Youth Center**

(Whole facility rental available upon negotiation with management)

## **Facility Rental Rates and Information**

### **Gymnasium**

Monday-Friday (5pm-10pm) \$600/ Saturday-Sunday (8am-12am) \$900  
(The gymnasium has an open floor set up)

### **Kitchen**

Monday-Friday (5pm – 10pm) \$400/ Saturday-Sunday (8am-12am) \$700  
(Access to side Double entrance doors and directly across from Gymnasium)

### **Activity Room/ Dance Hall**

Monday-Friday (5pm-10pm) \$400/ Saturday-Sunday (8am-12am) \$600  
(Access to double side door entrance, with a private side entrance/exit located in room, and directly across from kitchen)

### **Small Classroom**

Monday-Friday (5pm-10pm) \$100/ Saturday-Sunday (8am-12am) \$200  
(Access to the Front entrance and restrooms.)

### **Computer Lab**

Monday-Friday (5pm-10pm) \$400/ Saturday-Sunday (8am-12am) \$600  
(Access to the Front entrance and restrooms.)

### **Parking lot and Covered Picnic Area**

Monday-Friday (5pm–10pm) \$800/ Saturday- Sunday (8am-12am) \$800  
(Parking lot and green space connect with entrance off main road. Pop-ups and vendors can choose to set up on parking lot and/or the small green space provided)

### **Gymnasium**

6,672 Sq feet of dance floor  
300-350 Guest capacity  
Full & half-court retractable basketball nets  
Tip & roll bleachers

### **Small Classroom/Computer lab**

352 sq feet  
Computer Equipment  
Directly across from Restrooms  
Projector/Projector screen  
18 Desktop Computers and 20 Chrome Books  
(Chromebooks are only useable on a fixed contract for monthly use)

### **Kitchen/Bar**

Huge serving hatch  
Commercial sized sink  
Prepping area  
(Food cannot be cooked or stored here)

### **Activity Room/ Dance Hall**

1080 Sq Ft. with 150 guest capacity  
Television with hooks up and internet  
12 ft. White dry erase board  
2 Full sized dance mirrors  
30 Tables and chairs (Must request ahead)

### **Men and Women's Restroom's**

Separate stalls  
Up to date and modernized new sink, counter, and mirror fixtures  
(Included vestibule with each restroom area that can serve as a dressing area if needed)

### **Outdoor covered Picnic Area**

Covered lattice pergola  
3 picnic tables & benches  
Outdoor lighting  
Direct access to parking lot and building side entrance

### **Parking Lot/ Small Green Space**

Parking in front and side parking lot  
Parking lot lighting  
Side parking lot connects to small grass area

**Each reservation must provide their own tables, chairs, event decorations, food, and supplies.**

Reservation deposit is \$100 with one-month advance notice, Security Deposit is \$150, and a non-refundable Cleaning Deposit is \$350, that is a total of \$600 due two weeks prior to reservation for all Gymnasium rental applications

Reservation deposit is \$100 with one-month advance notice, Security Deposit is \$100, and a non-refundable Cleaning Deposit is \$50 for each rented facility, total cost is due two weeks prior to reservation for all facility rental applications

400 Guest capacity per event depending on rented facility

All reservations come with complimentary Wi-Fi

Reservation and Security deposit is refundable after the event with a holding of the Cleaning Deposit CAPK, at its' discretion, will require uniform security personnel for certain events. Security personnel from a contracted company will be provided by CAPK at an additional fee. The security contract must be signed and paid in full prior to the event to continue the reservation.

Our facility is ADA accessible.

All facilities on site are cleaned and sanitized. We uphold the requirements of the CDC Covid guidelines and encourage our guest to as well.

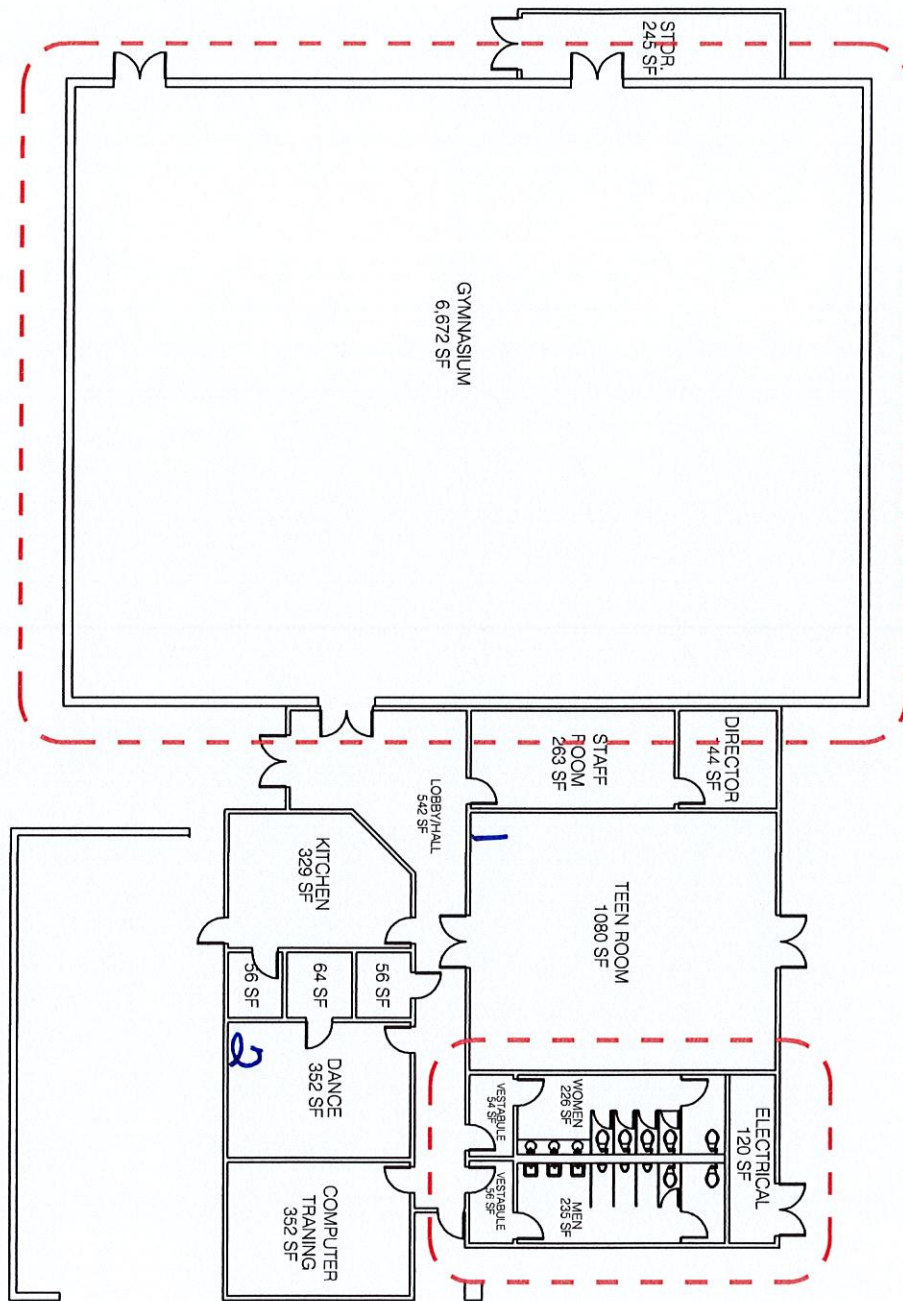
General Liability Insurance is required of all events listing CAPK as an additional insured.

**The additional insured must state as:**

**Community Action Partnership of Kern  
Its officers, agents, employees, volunteers, and board members  
5005 Business Park North  
Bakersfield, CA. 93309**

A full disclosure of facility rules and regulations are provided in the contract. Detailed disclaimers going over each of the facility amenities are cited in the contract and viewable upon request.





Community Action Partnership of Kern

**SHAFTER Y.C.**  
445 EUCLID AVE  
SHAFTER, CA 93263

Date Revised:  
03-16-07

Scale:  
3/64" = 1'

Drafted by:  
Emilio Wagner

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