



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 Raised Stage/Green Space ☐ Kitchen (see kitchen rules & regulations) ☐ Modular Room

☐ Computer Lab ☐ Parking Lot and Green Space ☐ Sports Field

### Amenities:

☐ Available Chairs (Limited) ☐ Tip & Roll Bleachers ☐ Full/ Half-court Basketball nets ☐ Projector/Projector Screen

☐ Computer Equipment ☐ Covered Playground ☐ Stadium Lights (Extra Fee for Usage)

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 30 days 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. The reservation deposit is \$600 with a hold of \$350 (cleaning fee) that will be applied to the final cost of event. A 72-hour written cancellation notice is required for a refund of all deposits.
- A security deposit (up to \$350 per event) is required. This security deposit is non-refundable. The reservation 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. Please see Fee Schedule for more detail.

#### **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."
- 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 \_\_\_\_\_.

#### **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.

Reservation Request

**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. No food is to be left in the refrigerator.
5. No food is to be left in the warmer.
6. Clean up any spills on counters, on stove, in oven, in refrigerator, or on the 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. NO PREP-SINK AVAILABLE at facility.

**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**



## **Facility Rental Rates and Information**

**Prices displayed below are set for one 24-hour rental period**

**(Please indicate which day of the week you will want to rent the facility when filling out the application)**

### **Gymnasium**

Monday-Friday (5pm-12am) \$800/ Saturday-Sunday (8am-12am) \$1,200  
(The gymnasium has an open floor set up with connection to restrooms.)

### **Outdoor Covered Raised Stage & Green Area**

Monday-Friday (5pm-12am) \$600/ Saturday-Sunday (8am-12am) \$1,000  
(Outdoor covered stage includes a green grass area for set up with connection to restrooms.)

### **Kitchen**

Monday-Friday (5pm-12am) \$400/ Saturday-Sunday (8am-12am) \$700  
(Kitchen is a catering kitchen only with connections to outdoor area and gymnasium at additional cost and comes with restroom)

### **Modular Classrooms**

Monday-Friday (5pm-12am) \$600/ Saturday-Sunday (8am-12am) \$800  
(Access to the open grass area and restrooms.)

### **Computer Room**

Monday-Friday (5pm-12am) \$600/ Saturday-Sunday (8am-12am) \$800  
(Access to the open grass area and restrooms.)

### **Parking lot and Green Space**

Monday-Friday (5pm-12am) \$800/ Saturday-Sunday (8am-12am) \$1,000  
(Parking lot and green space connect with two direct entrances and exits. This comes with access to the covered playground and restrooms. Pop-ups and vendors can choose to set up on parking lot and/or the green space.)

### **Sports Field- Page 9**

Monday-Friday (5pm-12am) \$400/ Saturday-Sunday (8am-12am) \$800  
(Sports Field comes with 2 acres of field, a dugout, 4 stadium lights (upon request), and two entrance's with easy access from the parking lot)

### **Gymnasium**

7,382 Sq feet of dance floor  
Lighting  
Full & half-court retractable basketball nets  
Tip & roll bleachers  
Projection Screen/ Screen Projector

### **Modular Classrooms and Computer lab**

960 sq feet of open floor space  
Computer Equipment  
Outdoor green space access  
Large White Boards  
18 Computers

### **Kitchen**

Food warmer  
2 Refrigerator's  
Freezer  
Serving hatch

### **Restrooms**

Separate men and women stalls  
Mirrors  
Restrooms accessible from the building interior & exterior  
ADA accessible

### **Outdoor Raised Stage and Green Space**

Open grass area located in front of stage  
Power outlets  
Lighting

### **Gated Parking Lot and Playground**

Parking on property  
Drive-up access to green space for Pop-up events/ Resource Fairs  
Drive-up access to the covered playground and outdoor courtyard  
Fenced in campus for extra security  
Parking lot lighting

### **Friendship House Sports Field**

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96,000 Square feet of green field  
4 Stadium Lights (Upon Request)  
Fenced in field with two entrance's and access to the parking lot

**Each reservation must provide their own tables, event decorations, food, and supplies. There are limited chairs available upon request.**

Reservation deposit is \$250 with one-month advance notice and \$350 Security Deposit, that is a total of \$600 due two weeks prior to reservation

200 Guest capacity per facility

All reservations come with complimentary Wi-Fi

Reservation deposit is refundable after the event with a holding of the \$350 security deposit for a cleaning fee

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  
1300 18<sup>th</sup> Street, Suite. 200  
Bakersfield, CA. 93301**

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.

2424 Cottonwood Rd.  
Bakersfield, Ca 93307

WIC  
Office

Modular Room

Computer Lab

Storage  
(Not  
Available)

Outdoor Basketball Courts

Covered  
Playground

Green Space

Green Space

Restrooms

Kitchen

Boy's

Girls

Office

Office

Gymnasium

Entrance

General Parking Area

Vendor Parking Area

North Entrance

South Entrance

Cottonwood Rd.



# FHCC Sports Field

