



**CITY OF TWENTYNINE PALMS
6136 ADOBE ROAD
TWENTYNINE PALMS, CA 92277**

PH (760) 367-7562 FAX (760) 367-5679

APPLICATION AND AGREEMENT FOR USE OF CITY FACILITIES/EQUIPMENT

Organization _____ Today's Date _____

Name of Applicant: _____ 29 Palms Resident? _____

Physical Address: _____ E-mail _____ Phone Number (____) ____ - _____

Type of activity _____ Estimated Attendance _____

Open to the general public? _____ Admission/donation/collection of any money? _____

If yes, proceeds are for: _____

DATE (S) REQUESTED: Month _____ Day _____ Year _____

TIME: (include preparation and clean up) From: _____ To: _____

FACILITIES (Please Check)

Rotary Shelter (LP)		Knott Sky Ball Field	
Small Shelter (LP)		Knott Sky Grass Field	
Little League Shelter (LP)		Luckie Park Pool*	
Stephen's Ball Fields (LP)		Community Services Building*	
Luckie Ball Fields (LP)		Veteran's Park	
Knott Sky Shelter		Conference Room	
Soccer Field (LP)		Bucklin Park	

EQUIPMENT (Please Check)

Chairs #		*Extra Microphone	
Tables #		* Large Coffee Pot	
* Microwave		* Small Coffee Pot	
*Podium		*DVD Player	
*Sound System w/one mic.		*Television	
*Stove/Oven		Set Up/Break Down (Extra Fee)	

Please be aware that tables and chairs are included when renting the Community Services Building.
If you need to use any other equipment, there is an additional charge required for each item.
Audio/visual equipment requires separate rental fee and deposit.

SPECIAL INSTRUCTIONS (Office Use Only)

FEES: Must be paid one week in advance to the event date. Reservations are not final until all fees have been paid. Applicant(s) must be in attendance at the facility during the time specified on this application and shall not leave the facility unattended **at any time**. **KEYS:** If the key to a facility is lost, the applicant(s) will bear the total cost of re-keying the facility.

APPLICANT'S AGREEMENT: The applicant agrees to indemnify, defend and hold harmless the City of Twentynine Palms, their officers, agents, employees, and participants or by-standers while utilizing the facilities and/or grounds of the City. The applicant(s) also agrees to reimburse the City for any loss or damage to City property occasioned by use, normal wear and tear expected.

Rental of the Pool/Community Services Building/Special Event: Applicant(s) shall procure and maintain a policy of general liability insurance with minimum limits of \$1,000,000.00 for bodily injury and property damage. This insurance policy shall name, by endorsement, the City of Twentynine Palms, it's officers, officials, employees, agents and volunteers as additional insureds. The City also requires an unconditional thirty (30) day notice of cancellation, except for non-payment which ten (10) day notice is acceptable.

Applicant's Signature _____ Date _____

Fees:

Facility _____
Cleaning Deposit _____
Equipment _____
Insurance _____

RECEIPT# _____

APPROVAL:

Calendar Cleared _____
Com. Ser. Dr. _____

