



**City of Patterson**  
RECREATION & COMMUNITY SERVICES DEPT.  
1033 W. LAS PALMAS  
PATTERSON, CA 95363

**Phone (209) 895-8080**  
FAX (209) 895-8189

# **WALNUT GROVE COMMUNITY GYMNASIUM APPLICATION PACKET**

**ATTACHMENTS:  
APPLICATION  
HOLD HARMLESS WAIVER**



**Parks  
Make  
Life  
Better!**

***WE CREATE COMMUNITY THROUGH PEOPLE,  
PARKS AND PROGRAMS.***

Revised 1/26/2018



## **WALNUT GROVE RESERVATION APPLICATION**

The Reservation Application, Insurance Certificate & Endorsement must be submitted no later than two (2) weeks before the reservation date. Reservations will only be made based on hourly increments. All event applications are subject to approval by the Recreation & Community Services Department.

**Please print or type the information below and answer all areas as thoroughly as possible. If the information does not pertain to your activity, indicate *not applicable*.**

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

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

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**(Reservations only available based on hourly increments)**

Set up Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Entire Gym: \_\_\_\_\_

Applicant Name (s): \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Who is the target audience for the activity? \_\_\_\_\_

Estimated number of guests to attend: \_\_\_\_\_

Are there any additional needs you have or are planning on bringing yourself? \_\_\_\_\_

\_\_\_\_\_



**FACILITY HOLD HARMLESS WAIVER**

The undersigned agrees to indemnify, hold harmless and defend, the City of Patterson, its officials, employees, volunteers, agents and representatives against any and all claims or liabilities of any injury or death to any person or damage to property in any manner arising out of or incident to the performance of this agreement, including without limitations all consequential damage, whether or not resulting from the negligence of the undersigned or their agents or guests.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**KNOWING AND VOLUNTARY EXECUTION**

I have carefully read this application and the policies and procedures packet and fully understand its contents. I am aware that this is a contract between myself and the City of Patterson and I sign this application of my own free will.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\* \* \*

***The City of Patterson Recreation & Community Services Department hopes you enjoy using our facilities. If you have any questions or concerns please call our office at 209-895-8080 during regular business hours, M-Th 8:00am to 6:00pm and Fri. 8:00am to 5:00pm. In case of emergency please dial 911. If you need assistance during the weekend please call our part-time staff at (209)495-2370.***

# Walnut Grove Community Gym Reservation Policy

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## RESERVATION POLICY

Reservations are made on a first come first serve basis.

All reservations can be made with the Recreation & Community Services Department no later than (2) weeks in advance, (14) business days prior to the event.

All fees must be paid in full at the time of reservation.

No changes will be made to the permit 7 business days before the scheduled reservation.

General liability insurance & an endorsement naming the City of Patterson as additional insured is required. All insurance requirements must be met no later than two (2) weeks, (14) business days before the reservation date.

Deposit and fees are due at time of reservation.

Food & Drinks not allowed

## LIABILITY & INAURANCE REQUIREMENTS

### A. Insurance

All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000) per occurrence & two million dollars (\$2,000,000) aggregate. If alcohol use is permitted the minimum is two million (\$2,000,000) per occurrence & four million (\$4,000,000) aggregate.

### B. Insurance Requirements

1. All of user's insurance shall:
  - a. Name the City of Patterson, Patterson Unified School District, its employees, officials, agents, (collectively herein after "City, City Personnel and School District") as additional or co-insured on an endorsement.
  - b. Contain no special limitations on the scope of protection afforded to City, City Personnel and School District.
  - c. Be the primary insurance and any insurance or self-insurance maintained by City, City Personnel and School District shall be in excess of the user's insurance and shall not contribute to it.
  - d. Shall be "date of occurrence" rather than "claims made" insurance

- e. Shall apply separately to each insured against the limits of the insurer's liability
- f. Shall be written by insurance companies qualified to do business in California and rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Human Resource Manager due to unique circumstances.
- g. Guide, The Key Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Human Resource Manager due to unique circumstances.
- h. The applicant's policy must include a 30-day written cancellation notice.

#### C. Certificate of Insurance

1. The City of Patterson requires the following information on all certificates and/or additional insured endorsements:
  - a. Wording must read exactly, with no exceptions accepted: "Additional Insured: City of Patterson, Patterson Unified School District, its officials, employees, and agents." The primary user MUST be the one named on the insurance certificate. If for any reason this is not the case, the insurance will not be accepted.
  - b. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of "insured".
  - c. Certificate must be an original. No copies will be accepted.
  - d. The Certificate of Insurance must be filed with the Patterson Recreation & Community Services Department no later than (2) weeks, (14) business days before the reservation date. If a certificate is not on file by this date, insurance premium as applicable to HUB International policies will be added to the final payment or the reservation will be cancelled.

#### D. Indemnification Clause

1. To the full extent permitted by law, user shall defend, indemnify and hold harmless the City, School District, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by the City and/or School District court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City and/or School District.

## **HUB International Insurance**

### **Special Event Website:**

[www.eventinsure.com](http://www.eventinsure.com)

### **Special Event Liability Group Insurance Trust is Administered by:**

HUB International

2300 Clayton Road, Suite 300

Concord, CA 94520

Phone: 925-609-6500

Fax: 925-609-6550

Email: [specialevent@hubinternational.com](mailto:specialevent@hubinternational.com)

CA License #0757776

## **REFUND POLICY**

The following refund policy will be in effect regarding all facilities available for reservation:

A group may cancel their reservation thirty (30) calendar days prior to the reservation; a refund will be given less a \$30.00 administrative fee.

A cancellation fee based upon 50% of all fees will be assessed if cancellation is made after 30 days.

In the event the permittee fails to appear for the scheduled use or cancels within (7) business days of the scheduled reservation, refund of fees not be granted.

A full refund or new reservation will be given due to cancellation caused by the City of Patterson or Patterson Unified School District.

**Walnut Grove Community Gym**

**Reservation Times:**

Monday – Friday	5:30pm – 9:00pm
Saturday	8:00am – 11:00pm
Sunday	8:00am – 11:00pm

**Last day of school to first day of school**

**City Hours:**

Monday - Friday	2:00pm – 11:00pm
Weekends	7:00am – 11:00pm
Holidays & Non-School Days	7:00am – 11:00pm
Christmas break: (Last 2 weeks of December & 1 <sup>st</sup> Week in January).	
Spring Break: (1 <sup>st</sup> week in April)	

**Occupancy:**

Walnut Grove Gym – Entire Gym 1,959

Facilities will not be available for reservations on these major Holidays: Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and the Day After, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day.

Walnut Grove Gym Rentals comes with access to utilities, basketball hoops, scoreboards, volleyball nets, Bleachers, & Partitions. (No Stage Access)

**Deposits:**

Entire Facility	\$200.00	
Scoreboard Controller	\$200.00	(2 scoreboards)
Volleyball standards & nets	\$100.00	Per set

**Facility Rental: Non Profit Programs**

<b>Facility:</b>	<b>Group:</b>	<b>Hourly</b>
Gym - Entire Facility	Non-profit	\$15 per hour

**Facility Rental: Private Programs**

<b>Facility:</b>	<b>Group:</b>	<b>Hourly</b>
Gym - Entire Facility	Private	\$25 per hour

**Additional Services Costs**

**New Fees**

Reservation Charge Fee	\$5.00
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**City Staff Time**

Hourly Rate (Labor Regular Time)	P/W Fees as of 8/20/13	\$140.22/hr
Part Time staff		\$15.00/hr
Admin Fees		Cost plus 15%