



**CITY OF SANTEE - COMMUNITY SERVICES DEPARTMENT  
CIVIC CENTER PERMIT APPLICATION AND WAIVER OF LIABILITY/INDEMNITY AGREEMENT**

**EMAIL: csdfontdesk@cityofsanteeca.gov PHONE: (619) 258-4100 x222 FAX: (619) 258-4189**  
**\$50 nonrefundable application fee due at time of booking (goes toward total cost of rental)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Alternate Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

|           |  |   |
|-----------|--|---|
| Type:     | Santee Service Organization<br>Santee Resident or Business<br>Non-resident or Business       | Description of Activity: _____<br>Organization Name (if applicable): _____  |
| Facility: | Civic Building #7<br>Civic Building #8P<br>Civic Building #8A<br>Teen Center @ Big Rock Park | Serving alcohol? Y N Serving food? Y N If yes, please describe: _____<br>Attendance - # adults: _____ # minors (under 18): _____<br>Sound system/Amplified music? Y N Describe: _____ |

**DATES AND TIMES DESIRED: (1st choice)**  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
 One time  
 Weekly: Day(s) of the week: \_\_\_\_\_  
 Monthly:  
 1st 2nd 3rd 4th Day of week: \_\_\_\_\_

**DATES AND TIMES DESIRED: (2nd choice)**  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
 One time  
 Weekly: Day(s) of the week: \_\_\_\_\_  
 Monthly:  
 1st 2nd 3rd 4th Day of week: \_\_\_\_\_

**Paid room rental costs include tables ( round or rectangle) and chairs to accommodate attendance.**

**Additional equipment is available for rent:**

**(see back for community group use info)**

|                              | QTY.  |                     | QTY.  |
|------------------------------|-------|---------------------|-------|
| Table, round (5.5' diam)     | _____ | TV/HDMI 55"         | _____ |
| Table, rectangle (3' x 8')   | _____ | Coffee urn          | _____ |
| Chairs (folding/stacked)     | _____ | Podium              | _____ |
| Bistro set (table +2 chairs) | _____ | Flag (US and State) | _____ |
| Belly bar table              | _____ | Extended Services   | _____ |
| Shelter umbrella             | _____ |                     |       |

(see back for details)

**Credit Card**

Name: \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Expiration: \_\_\_\_\_ V-code: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Credit Card information required at time of booking. To be kept on file for incidentals. - (see back for details)**

**RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT:** As lawful consideration for the above named individual/group being permitted to enter in or upon public facilities leased or owned by the City of Santee or by the Santee Community Development Commission on a reserved basis for the purpose named above, at the facility named above, I, the undersigned applicant, both individually and on behalf of the above-named group and its participants, agree to indemnify, defend and hold the City of Santee and the Santee Community Development Commission, their officers, employees and agents ("Indemnified Parties") harmless and free from any liability of any nature arising out of, or related to, use of the public facility described above. This indemnification and agreement to defend includes, but is not limited to, liability for damage or injury to any persons or property, costs and attorneys' fees arising out of or in connection with this use of public facility, regardless of whether the City or the Community Development Commission was actively or passively negligent, either solely or contributing in connection with such liability. COVID-19 is by its nature contagious, and I voluntarily assume the risk that the participants/group and I may be exposed to, or infected by COVID-19, by entering or using the public facility described above and that such exposure or infection may result in personal injury, illness, permanent disability, or death. Knowing the risks involved, I nevertheless agree to release, indemnify, defend and hold harmless the Indemnified Parties, as described above. I certify that I have received and read the rules governing the use of this facility. I, the undersigned, do hereby agree that we, myself, and the above-named group will abide by the rules governing use of the facility and will be responsible for any damages to the facility or equipment caused by the occupancy of the facility. I, the undersigned, understand and agree that I and the group's participants enter the public facility at our own risk. I expressly waive and relinquish all rights and benefits afforded by Section 1542 of the California Civil Code, which provides as follows: "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party." I have carefully read this Agreement and fully understand its contents. I am aware this is a release of liability and sign it of my own free will. I am authorized to sign this Agreement and am over 21 years of age.

How did you hear about our facility rentals? \_\_\_\_\_

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

Initial below to acknowledge the following expectations:

| Deposits and Fees                                    |   |
|--|---|
| <hr style="width: 50%; margin: 0 auto;"/><br>Initial | <ul style="list-style-type: none"> <li>A credit card is required to be kept on file at the time of booking, to be charged if damages are incurred or facility is left uncleaned, during the rental time.</li> <li>A \$50 nonrefundable application fee is due at the time of booking, goes toward total cost of rental.</li> <li>All remaining chargers are due no later than 20 business days prior to the event date.</li> </ul>  |
| Security Services                                    |   |
| <hr style="width: 50%; margin: 0 auto;"/><br>Initial | <ul style="list-style-type: none"> <li>Security guards are required for events that include alcohol and utilize the facility after 5:00pm.</li> <li>Security Fees are to be paid by the permit holder.</li> <li>Reservations requiring security must be booked at least seven (7) days prior to the event.</li> <li>Additional security may be required at the Director’s discretion.</li> </ul>  |
| Cancellation/Refund Policy                           |   |
| <hr style="width: 50%; margin: 0 auto;"/><br>Initial | <ul style="list-style-type: none"> <li>Cancellations made more than 20 business days before the date of the rental will be subject to a nonrefundable \$50 application fee.</li> <li>Cancellations made less than 15 business days before the date of the rental may be subject to a processing fee equal to 50% of the full cost of the rental.</li> <li>Cancellations made less than 10 business days prior to event date may not be eligible for a refund.</li> <li>Insurance may be eligible for refund regardless of time of cancellation.</li> </ul>  |
| Extended Staff Services                              |   |
| <hr style="width: 50%; margin: 0 auto;"/><br>Initial | <ul style="list-style-type: none"> <li>Extended staff services are available for event rentals for an additional cost.</li> <li>Extended services include staff support to set out tables and chairs, remove trash and post event clean-up.</li> <li>Please note: extended services do NOT include setting up or removing anything not included in the rental, such as decorations, linens, table center pieces, etc.</li> <li>Clean up that requires more than 2 labor hours may be subject to additional fees.</li> </ul>   |
| Set-up / Break Down / Clean-up                       |   |
| <hr style="width: 50%; margin: 0 auto;"/><br>Initial | <ul style="list-style-type: none"> <li>Set-up and breakdown/clean-up time must be included in the event rental time. Users will not have access to the Civic Center before or after the time listed on their permit.</li> <li>Permit holders are responsible for cleaning up immediately following their event.</li> <li>Basic cleaning supplies, including a dry and wet mop, broom and vacuum are provided in all rooms.</li> <li><b>If you do not have extended services, you must bring your own cleaning chemicals/products.</b></li> <li>All decorations, signage, and trash must be removed to the outside dumpster.</li> <li>All surfaces must be wiped down and floors must be swept and mopped, or vacuumed.</li> </ul>   |
| Community Group Use                                  |   |
| <hr style="width: 50%; margin: 0 auto;"/><br>Initial | <ul style="list-style-type: none"> <li>Qualifying Santee-based: community groups, youth organizations, sports groups, non-profit and special interest groups are eligible to receive up to 6 hours of free facility room space per month, for meetings only.</li> <li>All bookings must be approved by the department; approval based on availability and subject to reschedule (paid rentals and City of Santee functions take priority).</li> <li>Groups must maintain a minimum of 50% Santee residents in order to qualify.</li> <li>The room includes three rectangle tables and 20 chairs.</li> <li>Any additional hours and/or equipment may be added at a 25% discount from the resident-rate/ business hours pricing.</li> <li>Fundraisers or any other profit-earning event DO NOT QUALIFY for this program.</li> <li>For facility room space only. Outside breezeway and parking lot are not available for activity use.</li> <li>See above for set-up/breakdown/clean-up expectations.</li> </ul> |

