



# **WALNUT GROVE GYMNASIUM APPLICATION PACKET**



**Parks  
Make  
Life  
Better!**<sup>SM</sup>

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

## WALNUT GROVE GYM 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: \_\_\_\_\_

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

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

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

***\*Setup and teardown time included in reservation time***

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

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

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

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

Contact Phone #: \_\_\_\_\_

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

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

Please list any additional information or needs related to your reservation.

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**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

**COVID-19 Assumption of Risk and Waiver of Liability**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and other communicable diseases and voluntarily assume the risk that I may be exposed to or infected with COVID-19 by participating in any activity or event at a City of Patterson facility, and that such exposure or infection may result in personal injury, illness, permanent disability, and /or death. I understand that the risk of becoming exposed to or infected with COVID-19 at any City of Patterson facility may result from the actions, omissions or negligence of myself and others, including, but not limited to, City of Patterson employees, volunteers and programs participants and their families.

\* \* \*

**The City of Patterson, Recreation & Community Services Department hopes you enjoy using our facilities. If you have any questions or concerns, please call the Recreation & Community Services Department at 209-895-8080 during regular business hours, Monday-Thursday 8am-6pm, Friday 8am-5pm. If you need assistance during the weekend or weekday evenings from 6pm-10pm, please call our part-time staff at 209-216-6368, or 911 in case of an emergency.**

## RESERVATION POLICY

Reservations are made on a first come first serve basis.

All reservations must be submitted to the Recreation & Community Services Department no later than Fifteen (15) days prior to the event.

After approval, all fees must be paid in full to secure your date and time of event.

No changes will be made to the permit 15 days before the scheduled reservation.

General Liability Insurance Certificate & an Additional Insured Endorsement naming the City of Patterson as additional insured is required. All insurance requirements must be met no later than fifteen (15) days before the reservation date.

A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Patterson or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.

**Patterson Joint Unified School District facility rules state no food, drinks, or alcohol allowed except for water.**

## INSURANCE 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.

### B. Insurance Requirements

1. All Insurance Documents 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
  - 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 Joint 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 fifteen (15) 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**

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

HUB International  
2300 Clayton Road, Suite 300  
Concord, CA 95363

Phone: 925-609-6500, Fax: 925-609-6550

Email: [specialevent@hubinternations.com](mailto:specialevent@hubinternations.com)  
CA License #0757776

**REFUND POLICY**

A group may cancel their reservation thirty (30) calendar days prior to the reservation.

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 five (5) business days of the scheduled reservation, no refund will be given.

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

**HOURS OF OPERATION**

**Reservation Time:** Monday – Friday.....5:30pm – 9:00pm  
 Saturday & Sunday.....8:00am – 11:00pm

**City Hours** (Last day of school to first day of school):

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

**Occupancy:** Entire gymnasium 1,959

**Facility will NOT be available for reservation 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 has access to utilities, basketball hoops, bleachers, & partitions. Upon request; scoreboards and volleyball nets. **NO STAGE ACCESS.**

**FEE SCHEDULE**

	<b>Private</b>	<b>Non-Profit</b>
<b>Entire Gym Rental Rate</b>	\$25 per hour	\$15 per hour
<b>Deposit (refundable)</b>	\$100	\$100
<b>Scoreboard Controller Deposit</b>	\$100	\$100
<b>Volleyball Set &amp; Nets Deposit</b>	\$100 per set	\$100 per set

**ADDITIONAL SERVICE FEES**

	<b>FEE</b>
<b>Reservation Change Fee</b>	\$5 per request
<b>Hourly Labor Rate (P/W as of 2022 fee schedule)</b>	\$114 per hour
<b>Part Time Facility Attendee</b>	\$28 per hour

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_