

**AGREEMENT FOR INSTALLATION OF SCOREBOARD
AT DON JONES PARK**

(Pachappa Little League, Inc.)

This AGREEMENT FOR INSTALLATION OF SCOREBOARD AT DON JONES PARK (“Agreement”) is made and entered into this _____ day of _____, 20____ (“Effective Date”), by and between the CITY OF RIVERSIDE (“City”), a California charter city and municipal corporation and PACHAPPA LITTLE LEAGUE, INC., a California nonprofit corporation (“Pachappa Little League” or “League”) a California nonprofit corporation.

RECITALS

WHEREAS, the City owns Don Jones Park located at 3995 Jefferson Street, Riverside, California 92504; and

WHEREAS, Pachappa Little League, utilizes Don Jones Park for athletic events; and

WHEREAS, Pachappa Little League, wishes to donate and install a scoreboard at Don Jones Park for its use and at its expense; and

WHEREAS, CITY is willing to accept said donation and allow such installation under certain terms and conditions set forth within this Agreement.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. INSTALLATION OF NEW SCOREBOARD

1.1 League is authorized to install a new scoreboard (“Scoreboard”), at 3995 Jefferson Street, subject to the terms and conditions of this Agreement.

1.2 No permanent or possessory interest in Don Jones Park property shall accrue to League by reason of this Agreement or the permission given to install the Scoreboard.

2. PLANS; PERMITS; COMPLIANCE WITH LAW

2.1 Prior to commencement of any work, the League shall provide a copy of the installation plans for the Scoreboard to the Office of the Director of the Parks, Recreation and Community Services Department (“PRCSD”) and to the City Planning Department.

2.2 League shall obtain all permits, as may be required by City for the installation processes, including but not limited to building and electrical permits.

2.3 League shall comply with all applicable ordinances, laws and regulations, including the California Environmental Quality Act.

2.4 If applicable, League and all subcontractors are required to pay the general prevailing wage rates or per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director's determination is available on-line at www.dir.ca.gov/dlsr/DPreWageDetermination.htm and is referred to and made a part hereof; the wage rates therein ascertained, determined, and specified are referred to and made a part hereof as though fully set forth herein.

3. LOCATION AND OWNERSHIP OF SCOREBOARD

3.1 The Scoreboard must be installed as described on the attached Exhibit "A" and located in the outfield of Ball Field #1 of Don Jones Park.

3.2 City shall own the physical structure of the Scoreboard, to be installed by League, that will be located at Don Jones Park.

3.3 Portable accessory equipment not physically attached to the Scoreboard and not located or stored at Don Jones Park, such as computerized controllers, are the personal property of the League and will be separately maintained and controlled solely by League for League games held at Don Jones Park.

3.4 City may allow the Scoreboard to be used for such other community and sports events ("Community Events") and purposes as may arise within Don Jones Park, in accordance with the policies and procedures of the PRCSD/City; however, such users must supply their own accessory equipment to operate the scoreboard, or make separate arrangements with League for use of its accessory equipment. City also reserves and retains the right to purchase and use portable accessory equipment necessary to control the Scoreboard for Community Events.

3.5 Other community users of Don Jones Park who wish to use the Scoreboard may do so in a manner that will not interrupt or interfere with its usage by League's scheduled use. Usage by other community users must be approved by the PRCSD Director, or his designee.

3.6 It is understood and acknowledged by the parties hereto that League has entered into a separate agreement ("Facility Use Agreement") with City for use of the field within Don Jones Park under the established policies and procedures of the PRCSD. The Facility Use Agreement is attached hereto as Exhibit "C" and incorporated herein by this reference.

3.7 It is further understood and agreed that the League's right to use the Scoreboard is contingent upon their right to use the field within Don Jones Park through approval of the biannual (December and June) field request submittal and approval process.

4. INSTALLATION OF NEW SCOREBOARD

4.1 League shall be responsible for any and all costs associated with the installation, labor and materials of the Scoreboard, including building, electrical and other fees as may be required for the installation.

4.2 League shall retain or employ building and electrical contractors satisfactory to the Director of PRCSD for installation of the Scoreboard.

4.3 If applicable, all contractors retained or employed by League to perform any services related to the installation of the Scoreboard shall provide to the City proof of insurance in compliance with the requirements set forth in Paragraph 8 of this Agreement prior to commencement of work by League and/or the League's contractors and executed liability releases (Exhibit "B"). Said certificates and endorsements shall name the City, its officers and employees as additional insureds and certificate holders under such policies of insurance and are subject to the approval of the City's Risk Manager.

4.4 Work of installation of the Scoreboard shall be performed during the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday.

4.4.1 No work shall be commenced or performed on any day or at any time unless and until a City representative designated by the Director of PRCSD is present.

4.4.2 League shall provide the Parks Division at least twenty-four (24) hours' notice before any work may be performed at Don Jones Park.

4.5 Should removal of the Scoreboard be required in the future, League shall pay all costs of removal of the Scoreboard and repair any damage to the property occasioned by such removal.

4.6 City reserves the right to require League, upon sixty (60) days' notice, to remove the Scoreboard should circumstances require such removal because the Scoreboard has fallen into disrepair, is improperly maintained or for such other circumstances that may arise requiring such removal. If the League neglects to comply with the sixty (60) day notice, the City reserves the right to remove and/or repair the Scoreboard and the League will be responsible for all costs associated with removal or repair.

5. MAINTENANCE, REPAIR, CLEAN UP

5.1 League shall bear the responsibility for the repair of any park property damaged during the installation of the Scoreboard. Such repairs, if needed, shall be completed within five (5) business days and repaired to the satisfaction of the Director of PRCSD or his designee.

5.2 League shall maintain the quality and appearance of the Scoreboard during the time it remains at Don Jones Park.

5.2.1 All costs of maintenance, repair, graffiti removal, insurance and liability shall be borne solely by League.

5.3 Any graffiti on the Scoreboard, posts or brackets shall be removed within twenty-four (24) hours of notice of such graffiti. Any other damage to the Scoreboard must be repaired within seven (7) business days. If the damage or graffiti is not removed and or repaired, the City will revoke use and all permits relating to League's use of the athletic fields, snack bar and Scoreboard until the damage is repaired or graffiti is removed.

6. NO ADVERTISEMENT ON SCOREBOARD

6.1 No advertisement will be allowed on the new scoreboard except for logos approved by the PRCSD Director.

7. INDEMNIFICATION

7.1 Except as to the sole negligence, active negligence or willful misconduct of the City, League shall indemnify and hold the City, and its employees, officers, managers, agents and council members, harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arises out of, or is related to, or is in any manner connected with, the performance of Work, activities, operations or duties of League, or anyone employed by or working under League, and from all claims by anyone employed by or working under League for services rendered to League in the performance of this Agreement, notwithstanding that the City may have benefited from their services. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of League or of anyone employed by or working under League.

7.2 The parties expressly agree that any payment, attorneys' fees, costs or expense that the City incurs or makes to or on behalf of an injured employee under the City's self administered workers' compensation is included as a loss, expense or cost for the purposes of this Section, and that this Section shall survive the expiration or early termination of the Agreement.

8. INSURANCE

8.1 Prior to City's execution of this Agreement, League shall secure, and shall thereafter maintain until completion of the Agreement, such commercial general and automobile liability insurance as shall protect League from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from or which may concern operations under the Agreement, whether such operations be by or on behalf of League, any subcontractor or anyone directly or indirectly employed by, connected with or acting for or on behalf of any of them.

8.2 All liability insurance shall be issued by an insurance company or companies authorized to transact liability insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or larger and shall cover commercial general and automobile liability for both bodily injury (including death) and property damage, including but not limited to aggregate products, aggregate operations, aggregate protective and aggregate contractual with the following minimum limits:

Commercial General	\$1,000,000 per occurrence	\$2,000,000 aggregate
Automobile	\$1,000,000 per occurrence	

8.3 Policies or original certificates of insurance and completed forms of the Additional Insured Endorsement (or insurance company equivalent acceptable to City) evidencing the coverage required by the Agreement for both commercial general and automobile liability, shall be filed with City and shall include City as an additional insured. The policy or policies shall be in the usual form of public liability insurance, but shall also include the following provisions:

“Solely with respect to work done by and on behalf of the named insured for the City of Riverside, it is agreed that the City of Riverside and its officers and employees are added as additional insured under this policy.”

8.4 The policies shall not be canceled unless thirty (30) days prior written notification of intended cancellation has been given to City by certified or registered mail.

8.5 The insurance policy or policies shall also comply with the following provisions:

8.5.1 Policies shall include premises/operations, products completed operations, independent contractors, owners and contractors' protection, explosion, collapse, underground hazard, broad form contractual, personal injury with employment exclusion deleted, and broad form property damage.

8.5.2 The policy shall be endorsed to waive any right of subrogation against the City and its subconsultants, employees, officers, agents and directors for work performed under this Agreement.

8.5.3 If policies are written on a claims made basis, the certificate should so specify and the policy must continue in force for one year after completion of the project. The retroactive date of the coverage must also be listed.

8.5.4 The policy shall specify that the insurance provided by League will be considered primary and not contributory to any other insurance available to the City of Riverside.

8.6 Contractor shall ensure that any professional engineer(s) retained on its

behalf to provide supplemental plans and engineering calculations required in conjunction with the Work, maintains professional liability insurance during the entire term of this Agreement. Such insurance shall be in the minimum amount of \$1,000,000 to protect City from claims resulting from the engineer(s) activities. This minimum amount of coverage shall not constitute any limitation or cap on League's indemnification obligations set forth herein.

8.7 A certificate of insurance evidencing the coverage required herein shall be filed with the City prior to City's execution of the Agreement.

9. ASSIGNMENT

9.1 The terms of this Agreement are not assignable by League.

10. GOVERNING LAW

10.1 This Agreement shall be governed by the laws of the State of California. If any portion of this Agreement is held invalid under any applicable statute or rule of law, then such portion only shall be deemed invalid.

11. COMPLIANCE WITH LAWS

11.1 In the performance of this Agreement, League shall abide by and conform to any and all applicable laws of the United States, the State of California and the City Charter and Municipal Code.

12. WAIVER

12.1 No waiver or failure to exercise any right, option or privilege under the terms of this Agreement on any occasion shall be construed to be a waiver of any other right, option or privilege on any other occasion.

13. NO THIRD-PARTY RIGHTS

13.1 The parties intend not to create rights in, or to grant remedies to, any third party as a beneficiary of this Agreement or of any duty, covenant, obligation or undertaking established herein.

14. INDEPENDENT CONTRACTOR

14.1 League is at all times an independent contractor pursuant to this Agreement and shall not, in any way, be considered to be an officer, agent or employee of City.

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15. NOTICES

15.1 Service of any notices or other documents required or permitted under the Contract shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows:

City of Riverside

City of Riverside
Park, Recreation and
Community Services Dept.
3900 Main Street
Riverside, CA 92522

League

Pachappa Little League, Inc.
Attn: Michael Daily
9520 55th Street
Riverside, CA 92509

16. ENTIRE AGREEMENT

16.1 This Agreement constitutes the entire agreement and understanding between the parties hereto, and supersedes all proposals, oral or written, and all other communications between the parties with respect to the subject matter of this Agreement.

17. AUTHORITY

17.1 Pachappa Little League and Pachappa Little League's signatories represent that the signatories hold the positions set forth below their signatures and that the signatories are authorized to execute this Agreement on behalf of Pachappa Little League and to bind Pachappa Little League hereto.

18. TERMINATION BY CITY

18.1 The City shall have the right to terminate this Agreement at any time and take over all maintenance and repair obligations of the Scoreboard. The City shall be required to provide Pachappa Little League with written notice of said termination.

19. DIGITAL AND COUNTERPART SIGNATURES

19.1 Each party to this Agreement intends and agrees to the use of digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (Civil Code §§ 1633.1, et seq.), California Government Code § 16.5, and California Code of Regulations Title 2 Division 7 Chapter 10, to execute this Agreement. The parties further agree that the digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for purposes of validity, enforceability, and admissibility. For purposes of this section, a "digital signature" is defined in subdivision (h) of Section 1633.2 of the Civil Code. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each certified or authenticated electronic copy of an encrypted digital signature shall be deemed a

duplicate original, constituting one and the same instrument and shall be binding on the parties hereto.

(Signatures on following page)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates hereinafter respectively set forth.

CITY OF RIVERSIDE, a California charter city and municipal corporation

PACHAPPA LITTLE LEAGUE, INC., a California nonprofit corporation

By: _____
Pamela Galera
Parks and Recreation and Community Services Director

By: Michael Dailey
Michael Dailey (Mar 10, 2026 14:39:15 PDT)
Print Name: Michael Dailey
Title: Pachappa League President

and

ATTEST:

By: _____
Donesia Gause
City Clerk

By: Zein Akf
Zein Akf (Mar 12, 2026 11:33:15 PDT)
Print Name: Zein Akf
Title: Pachappa Treasurer

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: _____
Chief Financial Officer

APPROVED AS TO FORM:

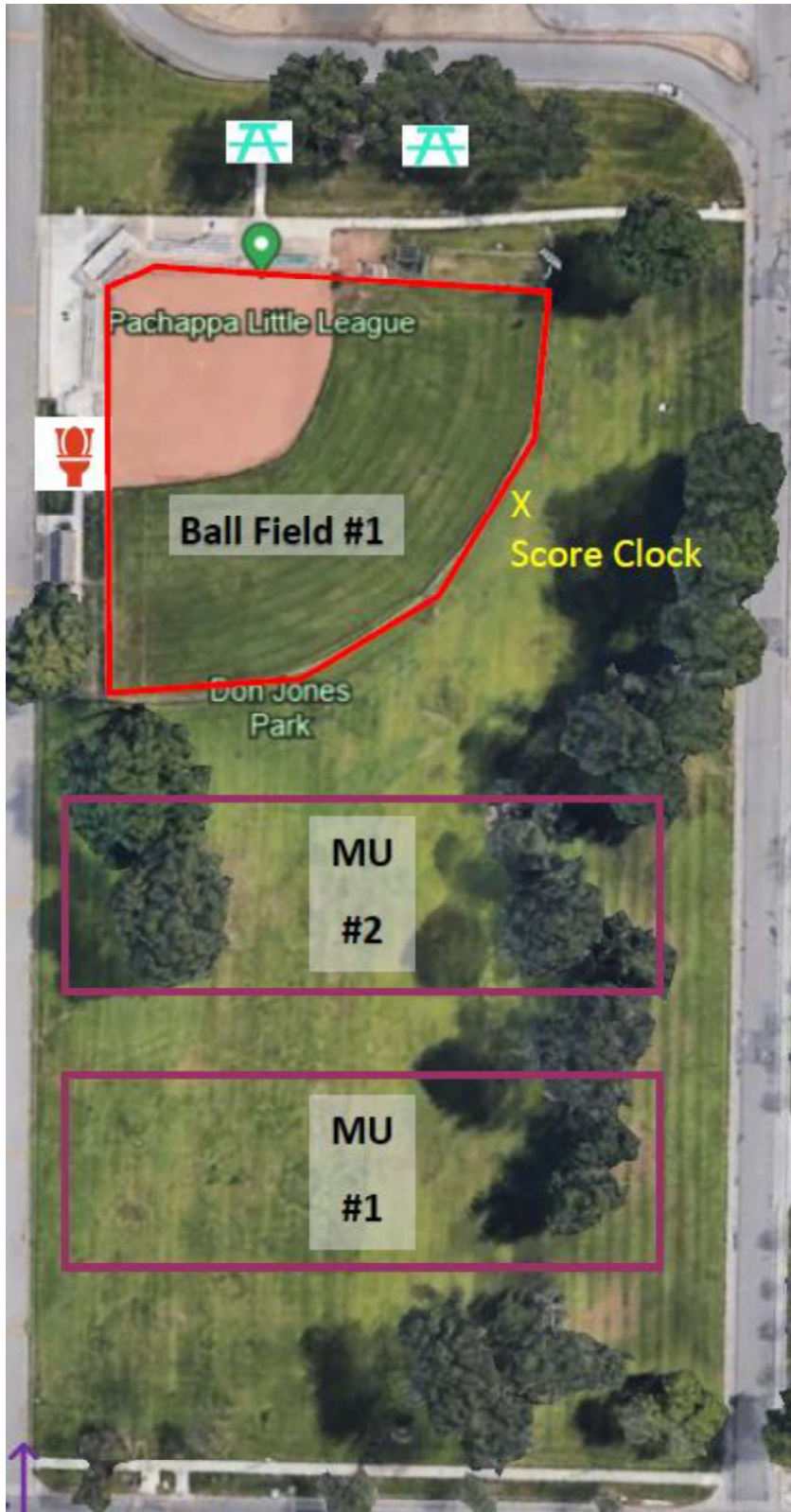
By: Anthony L. Beaumon
Anthony L. Beaumon (Mar 12, 2026 12:44:16 PDT)
Anthony L. Beaumon
Sr. Deputy City Attorney

EXHIBIT "A"

Description of where Scoreboard to be installed.

[Attached behind this page.]

Don Jones Park- 3995 Jefferson Street, Riverside, CA 92504



SPONSOR AREA

19.5" X 8'

PACHAPPA LITTLE LEAGUE

5 ft

12:36

Varsity
Scoreboards

HOME

10

4

INNING
STRIKE

GUEST

7

BALL ○ ○ ○

○ ○ OUT ○ ○

EXHIBIT "B"

Agreement to Release All Liability

[Attached behind this page.]

**CITY OF RIVERSIDE
AGREEMENT TO RELEASE ALL LIABILITY**

Installation of Scoreboard at Don Jones Park

Participant's Name: _____ Age: _____

BY SIGNING THIS DOCUMENT YOU ARE GIVING UP YOUR RIGHT TO SUE

_____ I understand that I am in no way required to participate in the installation of the scoreboard at Don Jones Park and that my participation is voluntary.

_____ I understand that I must sign this release of liability if I would like to participate in the installation of the scoreboard at Don Jones Park.

_____ I understand that the City of Riverside is permitted by law to require me to sign this release of liability before permitting me to participate in the installation of the scoreboard at Don Jones Park.

I understand that by signing this document I am forever agreeing to indemnify and hold the City of Riverside and its employees, officers, managers, agents and council members harmless from any and all liability, loss or damage caused by or arising from their negligence, or those of others, including myself.

I understand that I am agreeing to forever release from liability the City of Riverside and its employees, officers, managers, agents and council members and further agree to give up my right to sue them for any and all property damage, personal injury or wrongful death resulting from their negligence, my own negligence, or the negligence of others. My signature on this document will also prevent my heirs, assigns, representatives, legal guardians, or any person who may sue on my behalf, from suing as well.

I understand that by participating in this activity, there are risks of physical injury to my person or property, as well as risks due to the negligent conduct of the City and its employees, myself, or others, involved with the installation of the scoreboard at Don Jones Park. By voluntarily participating in the installation of the scoreboard at Don Jones Park I understand the risks of injury to my person and property and am assuming the risk of such.

By signing below, I acknowledge and declare that I understand the legal consequences of this release.

SIGNATURE OF PARTICIPANT: _____ Date: _____

Parent/Guardian: I declare under penalty of perjury that I am the parent/guardian of the minor. I have authority to enter into this agreement on behalf of the minor. I agree to be bound by its terms [if participant is a minor].

Print Name of Parent/Legal Guardian: _____ Relation: _____

PARENT/LEGAL GUARDIAN SIGNATURE: _____

EXHIBIT "C"

Facility Use Agreement

[Attached behind this page.]

III. RESPONSIBILITIES DURING THE EVENT

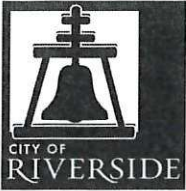
1. **Occupancy Limits** - The maximum number of participants for the facility cannot be exceeded. City Staff will restrict access to the event once room capacity has been reached.
2. **Supervision of Minors** - All minors must be adequately supervised at all times and are required to be in the appropriate rental area(s). Chaperones must be at least 21 years of age. City guidelines for the supervision of minors are; 1 adult: six minors ages 1-5 years; 1 adult: 15 minors ages 6 - 12 years; 1 adult: 20 minors ages 13 - 17 years. If supervision is deemed inadequate by City Staff on site, to ensure the safety of patrons and the preservation of City resources, additional Staff may be added per the supervision ratios identified above at the applicant's expense.
3. **Responsible Party** - The applicant and/or the applicant's organization have primary responsibility for the conduct and safety of all participants at the event. Any additional actions required by the City to maintain lawful conduct, safety of event participants and/or the protection of City property, will result in additional charges to the applicant or applicant's organization, and may result in termination of event.

IV. RESPONSIBILITIES AFTER THE EVENT

1. **Clean-Up Time** - Clean-Up time must be included in the approved rental time and must be at least one (1) hour. Any additional time required beyond the time identified in the contract will be billed to the applicant at the rate of 1.5 times the applicable hourly rental rate.
2. **Cleaning Tasks** - Applicant is responsible for completing all cleaning tasks as needed. The Department will provide all customary cleaning supplies. Cleaning tasks are defined as, but not limited to:
 - A) Placing all trash in proper receptacles; additional trash bags are available as needed.
 - B) Floors must be swept and countertops wiped clean.
 - C) Kitchen, if applicable, must be returned to pre-event condition.
 - D) All event decorations and personal property must be removed from the facility.
3. **Post-Event Inspection** - Applicant or Day of Event Contact (same person who completed the Pre-Event Inspection) is required to complete the Post-Event Inspection condition of the facility and equipment.
4. **Pre & Post Inspection Evaluations** - Applicant will incur any additional costs to reinstate to the pre-event inspection condition of the facility and related equipment for damages caused by applicant's event.

V. ADDITIONAL ITEMS

1. **Smoking/Vaping** – Smoking and vaping are prohibited and unlawful at any City facility including parking lots, trails and athletic fields; Riverside Municipal Code 9.08.140
2. **City Initiated Actions** - The City reserves the right at its sole discretion to cancel a reservation at any time for:
 - A) False or misleading information on Facility Reservation Application.
 - B) Failure to pay fees when due.
 - C) Failure to comply with any safety directive of a City representative.
 - D) Failure to abide by the Alcohol restrictions.
 - E) Failure of event participant(s) to abide by any safety or liability restrictions that may be violated before or during the event.
3. If a natural disaster, scheduling conflict, or other issues arise impacting the site or time requested of event, one of the following will occur: all refundable monies may be returned or credited, an alternative location may be provided, or the event may be rescheduled.
4. **Outdoor rentals** – Outdoor rentals may be credited or rescheduled due to inclement weather.
5. **Ongoing Rentals** - Ongoing/recurring rentals at pools, ball fields or any indoor facility must be reserved at least three (3) months at a time and pay one month in advance to guarantee dates. Subject to same Cancellation Policy.
6. **Discrimination** - For all events open to the public, the applicant agrees not to deny any participation to a qualified person on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.
7. All Riverside Municipal Codes are available on the City of Riverside website for your review.



City of Riverside
Parks, Recreation and Community Services Department (PRCSD)
FACILITY RESERVATION APPLICATION (FRA) - Part 1

Please print legibly in ink.

This is an application only and is not an approved permit for facility rental.

APPLICANT INFORMATION	DAY OF EVENT CONTACT
Applicant Name: [REDACTED]	Event Contact Name: [REDACTED]
Organization: [REDACTED]	Relationship: [REDACTED]
Street Address: [REDACTED]	Address: [REDACTED]
City: [REDACTED] Zip: [REDACTED] DOB: [REDACTED]	City: [REDACTED] Zip: [REDACTED]
Primary Phone: [REDACTED]	Cell Phone: [REDACTED]
Secondary Phone: [REDACTED]	Secondary Phone: [REDACTED]
E-Mail: [REDACTED]	E-Mail: [REDACTED]
Non-Profit Tax ID 501(C)(3) #: [REDACTED]	

RESERVATION INFORMATION

Park: [REDACTED] Field(s)/Room(s): [REDACTED]

Single Use	Recurring Use (indicate dates below & times in column to the left)
Day of Week: <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> TH <input type="checkbox"/> FRI <input type="checkbox"/> SAT	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Date: [REDACTED]	Jan [REDACTED] July [REDACTED]
Set-Up Time: [REDACTED] pm to [REDACTED] am/pm	Feb [REDACTED] Aug [REDACTED]
Event Time: [REDACTED] pm to [REDACTED] am/pm	Mar [REDACTED] Sep [REDACTED]
Clean-Up Time: [REDACTED] pm to [REDACTED] am/pm	Apr [REDACTED] Oct [REDACTED]
<small>Minimum one (1) hour clean-up time required.</small>	May [REDACTED] Nov [REDACTED]
	Jun [REDACTED] Dec [REDACTED]

EVENT INFORMATION

Event Type: [REDACTED] Total Number of Guests: [REDACTED]

Kitchen: Yes No Kitchen will be reserved for the duration of the rental. The applicant is responsible for ensuring caterer has a City of Riverside Business Tax Certificate and a valid health permit. If applicant is reserving a catering kitchen AND cooking on site, a County of Riverside Health Permit is required.

INDICATE 'YES' OR 'NO' FOR EACH OPTION BELOW

ALL ARE SUBJECT TO INSURANCE AND/OR SECURITY REQUIREMENTS

Open to the Public:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amplified Sound:	<input type="checkbox"/> Yes <input type="checkbox"/> No
DJ/Live Band	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendors:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deliveries:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendors Accepting Money:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Catered Food:*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Admission Fee:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inflatables:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marketing: <i>indicate type below</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

of Inflatables: [REDACTED] (Add'l. \$20 fee per unit)

Flyers Invitations Word of Mouth Social Media

Other: [REDACTED]

*Will require Health Permit and/or Food Handlers' Card

Alcohol Permit Request (Beer/Wine/Champagne Only)

Will alcohol be served at the event? Yes No

If you answered Yes, you will be responsible for providing a copy of Security Contract, Private Patrol Operators' License, and Guard Cards to the PRCSD at least two (2) weeks prior to event. Initial: [REDACTED]

If you answered Yes, you will be responsible for providing a copy of Host Liquor Liability Insurance to the PRCSD at least two (2) weeks prior to event. Initial: [REDACTED]

ELECTRICITY IS NOT PROVIDED AT PICNIC SHELTERS

CHOOSE YOUR PAYMENT OPTION: ENTIRE BALANCE AUTOMATIC MONTHLY INSTALLMENTS

IN-PERSON MONTHLY INSTALLMENTS

SEE PAGE 2, SECTION 1 FOR DETAILS

Event Date: _____

Tentative Permit# _____

Approved Permit# _____

Facility Reservation Application · Part 2

1. **Payment Plan** - Applicant has three (3) options to pay permit in full:
OPTION 1 - Pay entire balance at the time of Facility Reservation Application submittal.
OPTION 2 - Enroll in Automatic Monthly Installments. Credit card left on file will be charged monthly, starting 30 days after Facility Reservation Application submittal and finishing three (3) months before event date. Monthly payment is the remaining balance, after Down Payment is paid, divided by the number of months left between the first payment and three (3) months before the event date.
OPTION 3 - In-Person Monthly Installments. Applicant must go to event venue site monthly, starting 30 days after Facility Reservation Application submittal and finishing three (3) months before event date. Monthly payment is the remaining balance, after Down Payment is paid, divided by the number of months left between the first payment and three (3) months before the event date.
2. **Cancellation Policy** - A cancellation request must be submitted by the applicant to the Parks, Recreation and Community Services Department. *Processing Fee not included in any option below.*
 - A) 6 months prior to event - all fees returned
 - B) 180 - 91 days - 100% of Down Payment withheld
 - C) 90 - 61 days - 50% of all fees paid withheld
 - D) 60 - 31 days - 75% of all fees paid withheld
 - E) 30 - 15 days - 90% of all fees paid withheld
 - F) 14 - 1 day (s) - 100% of all fees paid withheld
3. **Alcohol** - An Alcohol Permit is required to serve/consume alcohol. An additional alcohol permit fee will be charged. The event must also abide by the following:
 - A) Consumption must be inside the facility and cease one (1) hour prior to the beginning of clean-up; or 11:00 p.m., whichever is earlier.
 - B) Alcohol cannot be served for more than six (6) hours at any event.
 - C) Alcohol is restricted to only beer, wine, and champagne, no hard liquor.
 - D) No persons under 21 years of age are allowed to drink or serve alcohol.
 - E) Services or consumption of alcohol by minors will result in immediate termination of event, loss of deposit and subject to citation from Riverside Police Department.
 - F) Alcohol must be served in non-glass containers.
 - G) An ABC License and Host Liquor Liability insurance are required to sell any alcoholic beverage.
 - H) A security guard must be present during Event Time.
 - I) Alcohol must be provided by the applicant and not the guests.
 - J) If applicant is under 21 years of age AND serving alcohol at event, a Co-Signer, 21 years or older is required:

Name: [REDACTED] DOB: [REDACTED] Signature: [REDACTED]

4. **I have reviewed, and upon request have received, a copy of the Facility Reservation Application additional Rules & Regulations.** INITIALS: [REDACTED]

5. **Acknowledgement of Conditions** - I understand that I am submitting a Facility Reservation Application and that an approved reservation is not granted until I receive an approved facility permit from the City. I also understand that events shall be bound by all rules and regulations and applicable to all ordinances of the City of Riverside. The violation of any of the rules and regulations or falsifying any other provisions of the application shall be grounds for immediate revocation of permission to use City facilities as well as a basis for refusal of future permits to use City facilities. The applicant is responsible for loss, damage, or injury sustained by reason of negligence of the person(s) to whom permit is issued. Applicant agrees to hold harmless and indemnify the City of Riverside or agents and employees from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the applicant. Said person(s) shall be liable to the City for any and all damage to parks, facilities, and buildings owned by the City which results from the activity of applicant or is caused by any participant in said activity or spectator at said activity.

Applicant Signature: [REDACTED]

Date: [REDACTED]