



# Tahoe City Public Utility District

PO Box 5249, 221 Fairway Drive  
Tahoe City, CA 96145 (530) 580-6279 FAX (530) 583-1475

PERMIT # \_\_\_\_\_

## INDIVIDUAL FACILITY APPLICATION

Date of Event: \_\_\_\_\_ Activity Time: \_\_\_\_\_ to \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_ Phone (primary): \_\_\_\_\_

Cell: \_\_\_\_\_

Applicant E-Mail: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Is special set-up required: \_\_\_\_ Yes \_\_\_\_ No

Estimated attendance - Total Number: \_\_\_\_\_

Type of Organization: \_\_\_\_ Non-profit \_\_\_\_ Standard

Non-profit number: \_\_\_\_\_

Will alcoholic beverages be \_\_\_\_ served? \_\_\_\_ sold?

### -----FACILITY REQUESTED-----

\* COMMONS BEACH

- Group BBQ Area
- Amphitheater
- Vendor Parking (4 spaces)  
\$75/hr

\* KILNER PARK

- Group Picnic Area
- Tennis Courts
- Volleyball Court (Sand)

\* SKYLANDIA PARK

- Group Picnic Area
- Unlock Bollard (\$75)

ATHLETIC FIELDS/FACILITIES

- TLS - Fenley Field
- TLS - Conners Field
- NTHS Softball Field
- NTHS Bechdolt Field
- NTHS Tennis Courts
- Pomin Park
- Prep

- Lights
- Lights
- Lights

TCPUD Board Room

- TCPUD Board Room

AMPLIFIED SOUND OR LIVE MUSIC

- Live Amplified Band
- Live Acoustic Band
- DJ
- Portable Stereo
- PA/Microphone/Sound System

FAIRWAY COMMUNITY CENTER

- Lakeview Room
- Lakeview Room w/Kitchen
- Tessie Room
- Kitchen
- Entire Building

OPTIONAL SERVICES (Indoor Facilities Only)

- Room Setup/Breakdown (\$60)
- # tables \_\_\_\_\_
- # chairs \_\_\_\_\_

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

TCPUD Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* We live in a high wildfire danger area.

Fire restrictions (BBQ use) may be implemented without notice at any time by the North Tahoe Fire Protection District [www.ntfire.net](http://www.ntfire.net).

It is your responsibility to confirm and follow all fire restrictions for your event.

## CONDITIONS FOR NON-BUSINESS USE OF DISTRICT FACILITIES - RULES AND REGULATIONS

### THE APPLICANT WHO FILLS OUT THIS APPLICATION FOR ANY PERSON OR GROUP APPLYING FOR THE USE OR RENTAL OF RECREATIONAL FACILITIES IS RESPONSIBLE FOR THE FOLLOWING:

1. Complete ALL sections of the application. Incomplete applications will not be processed.
2. We are in a high-fire danger area. Fire restrictions may be implemented without notice at any time by the North Tahoe Fire Protection District. You are responsible for following all fire restrictions. Initial: \_\_\_\_\_
3. All rentals are a minimum of two hours. Initial: \_\_\_\_\_
4. To the extent permitted by law, APPLICANT shall indemnify and hold harmless and defend Tahoe City Public Utility District (DISTRICT), its directors, officers, employees, and authorized volunteers, from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation), of every kind or nature arising out of or in connection with APPLICANT'S use of facilities or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of DISTRICT, or its directors, officers, employees, or authorized volunteers. Initial: \_\_\_\_\_
5. The APPLICANT shall procure and maintain for the duration of the use of the facility, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the use of the facilities and the activities of the APPLICANT, guests, agents, representatives, employees or subcontractors. The APPLICANT shall provide and maintain the following insurance and liquor liability insurance:

#### Coverage - Coverage shall be at least as broad as the following:

1. **Homeowner Insurance** - One million dollars (\$1,000,000 per occurrence) (\$2,000,000 general aggregate), if used) applicable per location. The Homeowners Policy shall also be endorsed with the DISTRICT, its directors, officers, employees, and authorized volunteers with as an Additional Insured. FAX insurance certificate & endorsements to the District at 530.583.1475. Initial: \_\_\_\_\_
2. **Liquor Liability (if applicable)** - Two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available for bodily injury and property damage. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the event (with the ISO CG 2503, or ISO CG 2504, provided to DISTRICT) or the general aggregate limit shall be twice the required occurrence limit. FAX insurance certificate & additional insured endorsement to the District at 530.583.1475. Initial: \_\_\_\_\_

#### Choose one option (Initial):

- APPLICANT NOT SERVING/SELLING ALCOHOL (Liquor liability does not apply)
- APPLICANT is using a caterer or other vendor to supply alcohol, the caterer or vendor must have a valid liquor sales license and liquor liability coverage
- APPLICANT intends to sell alcohol either the APPLICANT or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability coverage
- APPLICANT will be supplying alcoholic beverages; the homeowner insurance policy shall include host liquor liability coverage in lieu of Liquor Liability.

If the APPLICANT maintains broader coverage and/or higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to the broader coverage and/or higher limits maintained by the APPLICANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

#### Required Provisions - The Homeowner and Liquor Liability policies are to contain, or be endorsed to contain, the following provisions:

**Additional Insured Status:** DISTRICT, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 12), with respect: to liability arising out of the use of the facilities, work or activities performed by or on behalf of the APPLICANT including materials, parts, or equipment furnished in connection with such work or operations, and automobiles owned, leased, hired or borrowed by the APPLICANT. The coverage shall contain no special limitations on the scope of protection afforded to the DISTRICT, its directors, officers, employees, and authorized volunteers. Initial: \_\_\_\_\_

**Primary Coverage:** For any claims related to this facility's use, the APPLICANT'S insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 with respect to the DISTRICT, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the DISTRICT, its directors, officers, employees, and authorized volunteers shall be in excess of the APPLICANT'S insurance and shall not contribute with it. Initial: \_\_\_\_\_

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the DISTRICT. Initial: \_\_\_\_\_

**Acceptability of Insurers:** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by the DISTRICT.

The APPLICANT agrees and he/she will comply with such provisions before commencing the event. All of the insurance shall be provided on policy forms and through companies satisfactory to the DISTRICT. The DISTRICT reserves the right to require complete, certified copies of all

required insurance policies, including policy Declaration pages and Endorsement pages. Failure to continually satisfy the Insurance requirements is a material breach of contract. Initial: \_\_\_\_\_

Verification of Coverage – The APPLICANT shall furnish the DISTRICT with certificates and amendatory endorsements affecting coverage required by the above provisions. All certificates and endorsements are to be received and approved by the DISTRICT two weeks before the APPLICANT's use of facilities commences activities. Initial: \_\_\_\_\_

6. All fees, insurance forms, permits, and licenses are due two (2) weeks prior to date of event. If not received by the required date, reservations **may be canceled**. Initial: \_\_\_\_\_
7. Fees may be forfeited if the reservation is canceled within two (2) weeks prior to use date. Reservations are taken on a first-come, first-served basis and are not confirmed until the security deposit has been paid. Initial: \_\_\_\_\_
8. Keys for building rentals may be picked up from our office, located at 221 Fairway Drive in Tahoe City, between 8:00 am and 4:30 pm, one working day prior to your event. Keys must be returned to our office (or night drop box located outside the front door) by the first business day after your event. If they are not, the user's deposit will not be returned. If keys are used on days when you are not scheduled, your group may be revoked from further use of District facilities. Initial: \_\_\_\_\_
9. All Tahoe City Public Utility District facilities have rules posted, which must be strictly adhered to. Music (e.g. D.J.) and P.A. systems are allowed in designated, reserved areas. Live bands are not permitted without prior authorization. Music or noise which disturbs the peace of any person or neighborhood is prohibited. Placer County Code, Section 9.36.010
10. **All music and/or amplified sound must be discontinued by 9:00pm**. Failure to do so will result in the forfeiture of some or all of your security deposit. Initial: \_\_\_\_\_
11. **Cars must be parked in designated parking areas**. Parking is not allowed on grass, wetlands, or forest. Failure to do so will result in the forfeiture of some or all of your security deposit. Initial: \_\_\_\_\_
12. The application for the use of facilities must be submitted at the time of reservation to qualify for special set-up, take-down and other event requests. **If you are requesting set-up/take-down arrangements, you must submit a diagram indicating desired room set-up**. Initial: \_\_\_\_\_
13. Usage must be within the allotted time permitted. Applicants must include on the application the entire time needed for the event, set-up time, and clean-up time. The facility must be vacated by the designated closing time. Initial: \_\_\_\_\_
14. **Personal property left behind**. The Tahoe City Public Utility District will not be responsible for any personal items left behind at the conclusion of your event. Any items left behind will be considered trash and will be removed by staff unless prior arrangements have been made. Some or all of the deposit may be withheld with any expense accrued for such removal. Initial: \_\_\_\_\_
15. A security deposit is required. Security deposits are fully refundable unless: the facility is not left clean, permit conditions are not met by the permit holder, the nature and size of the event or crowd do not match the application, the event extends beyond reserved hours, violation of posted rules and parking rules, damage has occurred as a result of improper behavior or misuse of equipment/facilities during the event, vandalism or improper conduct occurs during the event. The facility must be left in good condition, i.e., chairs and tables wiped off and put away, trash is taken out, floors vacuumed, bathrooms cleaned (if used), building locked up and keys returned. Fees for additional hours, cleaning, damage repair, or any other violation will be deducted from the security deposit. **Any balance of the security deposit will be refunded within 14 days of the date of the event**. Initial: \_\_\_\_\_
16. Applications are not transferable. A new application must be filled out each time the facility is being rented. Initial: \_\_\_\_\_
17. The District reserves the right to impose any requirements felt necessary after a review of this application. Should the TCPUD believe that there is a potential danger to persons on property, or a violation of local, state and/or federal laws or TCPUD regulations, based on activities at a given function, then TCPUD reserves the right to terminate the function immediately or while it is in progress. Initial: \_\_\_\_\_

APPLICANT'S AGREEMENT: I certify that I have read the "Conditions for Use of District Facilities Rules and Regulations" and will abide by the rules and regulations of the TCPUD Department of Parks and Recreation. PLEASE SIGNIFY YOUR UNDERSTANDING OF THE ABOVE POLICIES BY SIGNING THE BOTTOM OF THIS FORM. THIS APPLICATION CANNOT BE APPROVED WITHOUT YOUR SIGNATURE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date