



**CSA 20 – JOSHUA TREE PARKS AND RECREATION**  
**RESERVATION INFORMATION/POLICIES**

**RESERVATION PROCEDURES:**

Reservations may be made up to one year in advance of requested date. Reservations may be made in the following manner:

**Telephone-** Reservations will be taken by telephone on any regular District business day between the hours of 9:00 AM and 4:00 PM.

**In Person-** Reservations will be accepted in person on any regular business day between the hours of 9:00 AM to 4:30 PM at 6171 Sunburst Ave., Joshua Tree, CA 92252 (Joshua Tree Community Center).

**Reservation Permit:**

Reservations are **NOT** confirmed until deposits and/or use fee is paid. Reservations, although confirmed, are tentative until all use requirements have been met and given final approval. After your permit has been approved, it will be mailed to you. The approved permit, or a copy, must be in the possession of using group/individual at all times while using District Facilities.

**Time Requirements:**

Unless accepted by the Director, reservations must be made at least thirty (30) days prior to the date of the event. Upon requesting a date for use of a District facility, you will be provided with a Request for Payment Form and Reservation Requirement Form which provide you with information on use requirements and their due dates.

**General Information:**

**Fees-** The fee schedule for CSA 20 – Joshua Tree Park and Recreation facilities is on file and available for public review at the CSA 20 offices, 6171 Sunburst Ave., (P.O. Box 1245 mailing), Joshua Tree, CA 92252.

**Policies-** CSA 20's reservations policies are available in the CSA 20 offices for public review.

**Returned Check-** There is a \$20.00 fee for all returned checks.

**Insurance-** Comprehensive General Liability Insurance is required for most activities held in CSA 20 facilities. CSA 20's Reservation Policies provide additional information on insurance requirements. Additionally CSA 20, through the San Bernardino County Risk Manager, offers insurance for most activities. CSA 20's office Clerk for additional information.

**Use Requirements-** CSA 20's reservation policies also stipulate that certain activities will be required to fulfill specific use requirements. Additionally, CSA 20 reserves the right to establish special use requirements depending upon the nature of the activity.

**Cancellations:**

**Administration Fee-** There is a \$15.00 administration fee for any canceled reservation. This will be deducted from any deposit or use fee previously paid to CSA 20.

**Inclement Weather-** A full refund will be given for activities canceled due to inclement weather or unavailability of facility.

**Reservation Cancellation-** A full refund, minus CSA 20's \$15.00 administration fee, will be given for cancellations made more than thirty (30) days prior to the activity. Cancellations less than thirty (30) days in advance shall forfeit security deposits. Cancellations made less than fourteen (14) prior to the activity shall forfeit use fee or security deposit, whichever is greater.

**Rescheduling-** Rescheduling or changing the date of an activity is considered a cancellation.

**Clean-up/Repair-** Any costs incurred by CSA 20 for clean-up, facility repair or equipment replacement will be deducted from security deposit. If such costs are greater than deposit, group/individual shall be billed for the additional costs. Failure to pay amounts due within fourteen calendar days shall result in legal action. Any costs associated with the collection of moneys due, including legal costs, shall be the responsibility of the user.

**Other Information:**

**Special Authorization-** Special requests, such as the collection of moneys, charging admission fees, selling goods or advertising must be approved by CSA 20 at least thirty (30) days prior to the use date.

**User Responsibility-** It is the user's responsibility to be aware of and abide by all CSA 20 policies, County ordinances and local, state and federal laws which pertain to your activity.

**FOR FURTHER INFORMATION CALL (760) 366-8415**