



BLOOMINGTON RECREATION AND PARK DISTRICT **RESERVATION INFORMATION/POLICIES**

RESERVATION PROCEDURES:

Reservations may be made up to one year in advance of requested date. Ball diamond reservations are not taken until February 1st of each year, except for youth recreational league play and tournaments. Reservations may be made in the following manner:

Telephone- Reservations will be taken by telephone (909) 387-5940 on any regular District business day between the hours of 9:00 AM and 4:00 PM.

In Person- Walk-in Reservations are NOT accepted. Reservations are only taken over the phone or by appointment with the reservation clerk during a regular business day between the hours of 9:00 AM to 4:00 PM.

Reservation Permit:

Reservations are **NOT** confirmed until deposit/use fees are paid, Certificate of Insurance (if required) is received, and all District requirements are met. Reservation will then be given final approval. After your permit has been approved, a copy of it will be provided to you. The approved permit, or 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.

Available Facilities:

The following facilities are available on a reservable basis:

- 1) Ayala Park Community Center – Main Room & Multi Purpose Room
- 2) Ayala Park - Old Timers Senior Center
- 3) Kessler Park Community Meeting Room
- 4) Baseball/Softball Fields at Kessler Park (4 – Individual Fields)
- 5) Multi-purpose Sports Field at Kessler Park (1 – Soccer/Football Field)
- 6) Small and Large Group Picnic Areas: Kessler and Ayala Parks
- 7) Equestrian Arenas (Kessler Park)
- 8) Open Practice/Play Area (Ayala Park)

General Information:

Fees- The fee schedule for Bloomington Recreation and Park District facilities is on file and available for public review at the Office of Special Districts: 157 West Fifth Street, 2nd Floor, San Bernardino, CA 92415-0450.

Policies- The District's reservations policies are available in the District's offices for public review.

Returned Check- There is a \$30.00 fee for all returned checks.

Insurance- Comprehensive General Liability Insurance is required for most activities held in District facilities. The District's Reservation Policies provide additional information on insurance requirements. Additionally, the District, through the San Bernardino County Risk Manager, offers insurance for most activities. Contact the District's office clerk for additional information and rates.

Use Requirements- The District's reservation policies also stipulate that certain activities will be required to fulfill specific use requirements. Additionally, the District reserves the right to establish special use requirements depending upon the nature of the activity. The Senior Center, due to the nature of its funding, also has special stipulations concerning use.

Cancellations:

Administration Fee- There is a \$20.00 administration fee for any cancelled reservation. This will be deducted from any deposit or use fee previously paid to the District.

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 the District's \$20.00 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 the District 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 the District 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 District policies, County ordinances and local, state and federal laws, which pertain to your activity.

FOR FURTHER INFORMATION CALL (909) 387-5940
Bloomington Recreation and Park District
157 West Fifth Street, 2nd Floor
San Bernardino, CA 92415
FAX (909) 387-5968