

**CSA 29 – LUCERNE VALLEY
P.O. BOX 459, 33187 CA-247
LUCERNE VALLEY, CA 92356 (760) 261-6060**

FACILITY APPLICATION

Type of Usage: _____
(Meeting, Potluck, Private Meeting, Dinner, Etc.)

Date(s) of Function: _____ (If more room is needed, use the column on the right hand side)

Time: From: _____ A.M. / P.M. To: _____ A.M. / P.M.
(Time into the building until time out of building) Estimated Attendance: _____

Room(s) Required: _____

Fee: _____ Clean Deposit: _____ Total: _____ Approved: _____ Date: _____

Equipment Needed: _____ Tables: _____ Chairs: _____ Draw Set-Up on Reverse

Other (Sound amp., coffee pot, podium, etc.) _____

Selling, serving, furnishing or
giving away food/bev/other: Yes _____ No _____

Selling Alcoholic Beverages
(Must be 21 or over) Yes _____ No _____

Alcoholic beverages, served, furnished
or given away Yes _____ No _____

CONDITIONS

We (I) hereby agree to abide by all Rules and Regulations Governing the operations of San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) Facilities and County Ordinance SD 20-02, as well as any specific District policies concerning facility use. Further, we (I) hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage we (I) may have, or which may hereafter accrue to me, as a result of use of District facilities. This release is intended to discharge in advance San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) (its officers, employees and agents) from any and all liability arising out of or connected in any way with said use, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. In consideration of the privilege to use the aforementioned facility, we (I) hereby agree to abide by all the terms and conditions of this agreement, including the stipulations contained on the back of this agreement.

NOTE: Any activities or special arrangements not specifically authorized herein are prohibited.

I HAVE READ AND UNDERSTAND THIS AGREEMENT

By: _____ Phone #: _____

Mailing Address: _____

Name of Organization: _____ Date: _____

CSA 29 USE ONLY

Deposit: _____ Fees: _____ Insurance: _____ Other Requirements: _____

The above applicant has met all conditions as required by San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley)

Date Recorded: _____

CSA 29 – LUCERNE VALLEY **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 8:00 AM and 4:00 PM.

In Person- Reservations will be accepted in person on any regular business day between the hours of 8:00 AM to 3:30 PM at: 33187 CA-247 Lucerne Valley CA 92356

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 San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) is on file and available for public review at the San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) offices, 33187 CA-247, (P.O. Box 459 mailing), Lucerne Valley, CA 92356.

Policies- San Bernardino County, San Bernardino County Service Area 29's (Lucerne Valley) reservations policies are available in the San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) 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 San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) facilities. San Bernardino County, San Bernardino County Service Area 29's (Lucerne Valley) Reservation Policies provide additional information on insurance requirements. Additionally San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley), through the San Bernardino County Risk Manager, offers insurance for most activities. San Bernardino County, San Bernardino County Service Area 29's (Lucerne Valley) office Clerk for additional information.

Use Requirements- San Bernardino County, San Bernardino County Service Area 29's (Lucerne Valley) reservation policies also stipulate that certain activities will be required to fulfill specific use requirements. Additionally, San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) reserves the right to establish special use requirements depending upon the nature of the activity.

Cancellations:

Administration Fee- There is a \$20.00 administration fee for any canceled reservation. This will be deducted from any deposit or use fee previously paid to San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley).

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 San Bernardino County, San Bernardino County Service Area 29's (Lucerne Valley) \$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 San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) 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 San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) 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 San Bernardino County, San Bernardino County Service Area 29 (Lucerne Valley) policies, County ordinances and local, state and federal laws which pertain to your activity.

FOR FURTHER INFORMATION CALL (760) 261-6060