

PORT COSTA SCHOOL- SPECIAL EVENT PERMIT RULES AND REGULATIONS

Rules and regulations regarding the use of this facility and the proper procedure for its reservations are important so that all prospective users may recognize their responsibilities in using the facility.

Indoor event lease includes: Use of auditorium, green classroom, meeting room, restricted use of the yoga room and historical classroom. Special arrangements must be made for use of other areas of the building.

Outdoor event use includes: use of the school grounds including the grassy field and the playground blacktop area. Both options include handicap-accessible rest- rooms, a large outside playground, limited off-street parking area with additional parking along Canyon Lake Drive as well as handicap parking at the side entrance to the building.

Existing tables, chairs and other equipment are property of the PCCS and can be used only with special approval.

No illegal activity will be tolerated. If you have any questions to the extent of this statement please do not hesitate to contact the PCCS prior to your event. Included but not limited to illegal activity are: Fireworks, alcohol consumption under 21, drug use, disorderly conduct, and traffic violations.

In no event may any emergency exits or safety features of the building be blocked, removed or altered. Please respect all restricted areas of the premises.

For amplified events: In an effort to respect our neighbors we require a sound check prior to all amplified events. A PCCS board member will reserve the right to enforce sound restrictions. No amplified profanity will be allowed. The Port Costa School is nestled in the center of our community and it is our primary goal provide a fun and positive experience to guests and neighbors.

OUTDOOR EVENTS:

Access Hours: 8am -10pm

Event Hours: 9am -8pm

By arrangement: We allow scheduled set up time prior to your event. Please make arrangements with a board member to allow access.

In an effort to respect our neighbors, all outdoor events/activity must end at 8pm. We allow clean up until 10pm.

INDOOR EVENTS:

Access Hours: 8am -11pm

Event Hours: 8am – 10pm

By arrangement: We allow scheduled set up time prior to your event. Please make arrangements with a board member to allow access.

In an effort to respect our neighbors, all indoor events/activity must end at 10pm. We allow clean up until 11pm.

PARKING AREA – included with indoor or outdoor lease.

In an effort to relieve parking congestion to neighbors:

Users must provide directional parking signs.

Parking attendants are the responsibility of the users.

Limited Parking is available along the side of the building adjacent to the handicap parking and along the fence line.

No parking on the basketball court or gravel paths.

CLEANING:

ALL garbage removal is the responsibility of the user and must be removed within 24 hours of the event.

Event clean up time will be scheduled in advance with designated PCCS Board contact.

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INSURANCE

The Port Costa Conservation Society must be named “Additional Insured” on a liability insurance policy which insures the event for which the Port Costa School Recreation Facility is being used. Minimum coverage: \$1 million. (This insurance can usually be added to a homeowner’s policy.) An Additional Insured Endorsement which contains the following language must be included on a Certificate of Insurance and submitted to the Port Costa Conservation Society along with the payment of the use fee at the address below.

(Required Language): "The Port Costa Conservation Society, it's board, agents, members and volunteers are named as an additional insured with respect to the liability arising out of [xxEVENT NAMExx] to be held on [xxEVENT DATExx]. This insurance shall be the primary coverage for this event."

Port Costa Conservation Society
1 Plaza Del Hambre
PO Box 36 Port Costa CA 94569
Fax # 510-787-2007

The PCCS reserves the right to amend this agreement until the date it is approved.

APPLICATION FOR USE OF THE PORT COSTA CONSERVATION SOCIETY
COMMUNITY CENTER AND PARKING FACILITY

Port Costa Conservation Society
P.O. Box 36
#1 Plaza Del Hambre
Port Costa, CA 94569-0036
Fax# 510-722-3235

Name of Applicant or
Organization:_____

Date of application:_____Date(s) of event_____

Rental Type Requested (please circle): Indoor Outdoor Parking Only

Name of event_____

Applicant address:_____

Email address:_____

Phone number_____

Contact person on day of event:_____Cell phone number_____

Total number of guests, staff participants_____

Will you be charging a fee to participants?: Y N If yes please attach business plan with fee schedule.

Are you a member of the PCCS?: Y N

Are you a 501.c non profit? If yes, title and tax number._____

Will you be serving alcohol? Y N Please circle all types: Wine Beer Spirits
Other

Are you having event catered if so who?_____

Do you require use of the Kitchen? Y N

Describe:_____

Will you be using Amplified Music? Y N
Type?: _____

Please attach any additional information regarding your event. Please include timelines, and proposed facility use.

INDEMNIFICATION: In consideration of receiving a special Event Permit, I on behalf of the sponsoring agency, agree to indemnify, hold harmless, defend and protect PCCS, its, Board, agents, members and volunteers (collectively "indemnities") from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses (including attorneys fees), penalties, judgments, or obligations whatsoever for or in connection with illness or injury (including death) or damage to any person or the loss or damage of property to whomever belonging or pecuniary or monetary loss resulting from, arising out of, or in any way related to the event activities, exempting only such claims arising from the sole negligence or willful misconduct of PCCS. ACKNOWLEDGMENT: By signing below, I, on behalf of the County, am acknowledging that I have read and understand the Special Event Permit Application process, that I am authorized to obtain this permit and to accept all of its terms. Any requests not covered in the application, map or event plan is considered a change to my application and I will need to resubmit for approval.

Applicant's signature: _____
Date: _____

Applicant's signature: _____
Date: _____

*Please initial all pages and submit with your application.

PCCS Official Use

Approval

Date: _____

Board Member Approval: _____

Initial: _____

Rev. 1/25/20