

**CITY OF GONZALES RECREATION DEPARTMENT
FACILITY USE APPLICATION (NON -PROFIT REOCCURRING USE)**

APPLICANT INFORMATION

Name _____ CAL or ID # _____
 Physical Address _____ City _____ Zip _____
 Mailing Address _____ City _____ Zip _____
 Primary Phone # _____ Alternate Phone # _____
 2nd Contact Name _____ Phone # _____

ORGANIZATION INFORMATION (If Applicable)

Organization Name _____ non profit for profit
 Street Address _____ City _____ Zip _____
 Phone # _____ Federal or Tax ID # _____

EVENT INFORMATION

Event Purpose _____ # Guests Expected _____
 Begin Date ____ / ____ / ____ End Date Until otherwise notified
 Begin Time _____ AM PM End Time _____ AM PM (must be before 9PM)
 Weeks of the Month 1st 2nd 3rd 4th 5th (if applicable)
 Day(s) of Week Monday Tuesday Wednesday Thursday (Subject to availability)

FACILITIES & AMENITIES AVAILABLE

Vosti Rec Center Hall Hall & Kitchen Tables Qty _____ Chairs Qty _____

INSURANCE

* Your organization must provide the City of Gonzales with a copy of a current Certificate of Insurance in the amount of \$1,000,000 that lists the City of Gonzales as additionally insured.
 Date Received _____ Staff Signature _____

YEARLY DUES

\$75 Date Paid _____ Expiration Date _____
 Paid by: Check chk# _____ Cash Money Order

POLICIES & PROCEDURES

1. Please attach a brief statement that tells us how your organization or community group provides direct services to the residents of the City of Gonzales.
 2. Cleaning Deposits may be required in the event that the recreation center is not left clean upon use.
 3. Cleaning should include; sweeping of the floors, moping if soiled, taking all trash to the dumpster, wiping down tables, making sure restrooms are clean, free of garbage and toilets are flushed.
 4. Cleaning supplies can be found in the cleaning supply closet located in the men's restroom.
 5. In the event of an emergency please call the Pubic Works Stand By Pager @ 598-1518
 6. Keys must be picked up at City Hall the day of your meeting before 5:00P.M. and returned immediately after use. Keys can be dropped in the mail slot located in the door at City Hall.
 7. Please notify City Hall immediately if you cancel a meeting or cease to need use of the recreation center.
 8. By City Ordinance Title 5.48 Smoking is not allowed inside the recreation center or in the parking lot.
 9. While using the Recreation Center, please represent our community well by using your best behavior at all times.
 10. Please honor all recreation center rules that are posted inside and outside of the building.
 11. I have received a copy of the above listed policies and procedures.
- As a representative for my organization, I have read and understand the Policies and Procedures as set fourth by the City of Gonzales for use of the Toots Vosti Memorial Recreation Center. I agree to abide by these policies and procedures and hold other members of my organization responsible for them.

Signature _____ Date _____