



Facility Use Policy and Procedures

The City of Coalinga allows the use of Frame Park by Coalinga residents. Please complete the Facility Use Policy and Procedures and the City of Coalinga Facilities Request Form to rent Frame Park.

Renters are responsible for the conduct of all members of their party. Disorderly conduct, intoxicated persons, or disturbance of the public peace will result in being required to vacate the premises, as well as forfeiture of damage deposit and rental fees. Reservations are accepted up to six months in advance. The following are required to book a facility:

- A damage deposit, signed Facility Use Form and signed Policies and Procedures.
- One additional adult may be listed on the Facility Use Form as Alternate Contact Person.
- Renter and Alternate Contact (if any) must be at least 21 years of age and at least one MUST be present during the entire event.
- If you plan to have an event with more than 25 in attendance you must provide a porta potties and a plan for trash collection.

Please call Mercedes Garcia, Senior Administrative Analyst at 559-935-1533 ext. 130, or visit City Hall at 155 W. Durian Avenue Coalinga, CA 93210 to begin an application.

Damage Deposits:

- 100% of the Damage Deposit is due at time of submitting the Facility Use Form to secure Frame Park and reserve a date.
- Refunds are contingent upon the condition of the park following your event.
- Renters forfeit all deposits if a disturbance of the peace is determined.
- Refunds will be processed within 21 business days of your rental. Please note that it can take up to 6 weeks for a check to arrive.
- Payment methods accepted are: Cash, Check or Money Order * Note: City of Coalinga reserves the right to adjust deposit amounts based on party size and activities.

Alcohol Policy:

If you would like to have alcohol at Frame Park approval must be granted by the City Manager. Alcohol will only be allowed in a designated area.

If you plan to host a party with alcohol at a City facility, please note the following:

- No Alcohol is allowed at ANY event that is in celebration of a minor. For example, a birthday party for any person under the age of 21.
- Any group misrepresenting their event as something other than what it is in an effort to bypass the above rule will forfeit their entire damage deposit as penalty.
- Alcohol is only permitted in designated area not permitted outside, in parking lots, or similar at any time.
- Underage drinking is NOT permitted and will result in termination of the rental agreement.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated and all damage deposits will be surrendered.

Insurance Requirements:

All events are required to have Event Insurance for a minimum policy of \$1,000,000.00 with the City of Coalinga listed as the additional insured. You must use the address for the Facility you are renting on your insurance.

The required insurance policy is: Commercial General Liability insurance and/or Host Liquor Liability Insurance with limits of \$1 million each combined single limits per occurrence naming the City of Coalinga as an additional insured.

- Events serving alcohol must also acquire Host Liquor Liability Coverage for a minimum of \$1,000,000.00 with the City of Coalinga listed as the additional insured.

I hereby acknowledge that I have received, read and understand the Policies and Procedures for Rental Facilities for the City of Coalinga and by signing below I am agreeing to the terms and conditions of the Policies and Procedures as written above.

PRINTED NAME: _____ PHONE: _____

AUTHORIZED SIGNATURE: _____