

city of san luis obispo

APPLICATION FOR FACILITY USE

Note: Completion of this application does not imply that permission has been granted for use of the requested facility. Only a signed, completed permit with appropriate fees paid confirms the request.

Building or Park Area Requested: _____

Date and Time of Use: _____

Number of People to Attend: _____

Special Setup Needs: _____

Purpose or Name of Event: _____

Organization Name: _____

Is this a non-profit group? Yes No

Responsible Party: _____

Address: _____

City: _____ Zip: _____

Phone: (Daytime) _____ (Evening) _____

(Fax) _____

For Office Use Only:

Date Received: _____ By: _____

For Tracking Purposes:

Request sent in by: Fax Mail Drop-in

RESERVATION INFORMATION:

- Requests received less than 14 days before the date applied for will be denied.
- Complete all blanks on the form completely
- You can fax this form back by calling (805) 781-7292 or mail or drop form by to Parks & Recreation Department, 1341 Nipomo, San Luis Obispo, CA 93401
- Questions about your reservation or about a facility? Please call our reservation desk at (805) 781-7222.
- A staff member will call you if there are any problems or questions with your request. A permit with the required fees will be mailed to you. Please return your signed permit within 5 working days along with the appropriate fee or your use will be canceled.
- Some uses will require proof of insurance. The City of San Luis Obispo provides special event insurance for a nominal fee to cover these uses or you may submit your own coverage with a certificate of insurance, naming the City of San Luis Obispo as additional insured, prior to the use date.
- Alcohol consumption is not permitted except for designated areas and requires department approval. Please ask the reservation desk for information related to alcohol in City facilities.
- Amplified sound is not permitted in outdoor facilities unless special permission is granted. Allow 10 working days in advance of the use date for approvals.
- Any special items, such as tents, bounce houses, portable barbecues, etc., must be pre-approved.
- Cancellations may be made up to one business day prior to use date to receive a refund. Full refunds will be given for inclement weather, which prevent use from occurring. Refund checks may take up to 2 weeks to be processed.
- Keys for certain uses may be issued. Users are required to pick up keys one working day in advance of the use. Failure to pick up keys and staff is called out to open facility will result in a \$50.00 call out fee. All building uses will be opened by a Parks & Recreation Department staff member.