



FACILITY USE/RENTAL APPLICATION

Step 1: INFORMATION

Applicant/Organization Name _____ Phone _____

Street Address _____ City _____ Zip _____

Is the applicant a City of Beaumont resident/business? (Proof of residency required) Yes No

Applicant email: _____

Alternative contact person: _____

Name _____ Phone _____

Step 2: EVENT

Event Name: _____

Type of Event: Meeting Birthday Reception/Banquet Shower (Baby or Bridal)
 Wedding Other: _____

of Attendees: _____ Date(s) of Use: _____ Period of Use: One-time Re-occurring

Set-up Time: _____ to _____ Event Time: _____ to _____ Clean-up Time: _____ to _____

*Rental hours requested must include set-up and clean-up time. TOTAL HOURS: _____

Step 3: DETAILS

Is the applicant a non-profit organization? Yes No Will alcoholic beverages be **SOLD**? Yes No
If yes, an ABC license will be required.

If yes, non-profit #: _____ Will alcoholic beverages be **SERVED**? Yes No

Is the event a fundraiser? Yes No Will food be served? Yes No

Is the event open to the public? Yes No Will you have any of the following:

Is there an admission fee? Yes No DJ Band

Caterer: _____

Step 4: FACILITY

Albert A. Chatigny Sr. Community Recreation Center – 1310 Oak Valley Parkway

Meeting Room Gymnasium Outdoor Stage Fitness Room Kitchen

Beaumont Civic Center – 550 E. Sixth Street

Meeting Room Auditorium

Will you require the use of City-owned equipment? Tables/Chairs Microphone/Sound system

Other: _____

Step 5 – SIGNATURE

Applicant(s) hereby agrees to indemnify, defend and hold harmless City of Beaumont, its officers, officials, employees and volunteers from and against all claims, claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities. Applicant(s) shall have received any and all permission or license(s) as may be required to perform or use any protected materials in its use of the Premises. Applicant(s) agrees to protect and hold harmless the City, its elected officials, employees and agents from and against any and all claims, penalties, and/or damages which may accrue as a result of Applicant's failure to comply with this requirement. I have read and agree to abide by all of the City of Beaumont policies stated above and in the Facility Rental Policies.

Applicant Name Applicant Signature Date

Please return signed and completed application to the
 BEAUMONT PARKS AND RECREATION DEPARTMENT
 1310 Oak Valley Parkway, Beaumont, Ca 92223
 (951) 769-8524 | Parks@BeaumontCa.gov | BeaumontCa.gov

OFFICE USE ONLY

- Proof of residency, non-profit status, etc.
- Copy of insurance
- Copy of ABC permit if applicable
- Signed Rental Contract
- Event layout
- Clean Up Checklist
- Room/Facility Assignment: _____

User Group Classification:

- Group A:** City of Beaumont sponsored and co-sponsored classes, events and programs, governmental agencies serving Beaumont’ residents and the Beaumont Unified School District.
- Group B:** Beaumont based non-profit organizations.
- Group C:** Beaumont resident or business.
- Group D:** Non-Beaumont resident, non-profit based outside of Beaumont, or businesses.

Fee Worksheet:

	FACILITY:	Add. Facility:	Add. Facility:	SUBTOTAL
First two hours				
Add. hours				
Staff time				
Deposit				
TOTAL				

STAFF APPROVAL:

SIGNATURE

DATE



ALBERT A. CHATIGNY SR. COMMUNITY RECREATION CENTER			
	Deposit	Private	Non-Profit
*Multipurpose Room 2 or 3 Occupancy 16	\$100	\$50/Hour	\$40/Hour
*Classroom 1 or 3 RM 1 Occupancy 20 RM 3 Occupancy 25	\$100	\$50/Hour	\$40/Hour
*Dance/Fitness Room Occupancy 25	\$250	\$65/Hour	\$50/Hour
Kitchen	\$250	\$150/Day	\$150/Day
*Gymnasium Occupancy 700	\$500	\$150/Hour	\$125/Hour
Building Attendant <i>Required for events after regular business hours</i>	N/A	\$20/Hour	\$20/Hour
<i>*Two (2) hour minimum</i>			
<i>Reservations require insurance</i>			

BEAUMONT CIVIC CENTER			
	Deposit	Private	Non-Profit
*Gymnasium Occupancy 500	\$500	\$150/Hour	\$125/Hour
Building Attendant <i>Required for all events</i>	N/A	\$20/Hour	\$20/Hour
<i>*Two (2) hour minimum</i>			
<i>Reservations require insurance</i>			

COMMUNITY PARK PAVILIONS			
	Deposit	Private	Non-Profit
Pavilion	\$250	\$25/Hour	\$25/Hour
Restroom Key	\$50	N/A	N/A
<i>Reservations require insurance</i>			

ALL FEES EFFECTIVE JULY 1, 2023