



City of Morro Bay  
RECREATION SERVICES  
1001 Kennedy Way  
Morro Bay, CA 93442

# Facility Use Application – Community Center

Remit your application to:

City of Morro Bay  
Recreation Services  
1001 Kennedy Way  
Morro Bay, CA 93442

Or Email [clowe@morrobayca.gov](mailto:clowe@morrobayca.gov)  
[recinfo@morrobayca.gov](mailto:recinfo@morrobayca.gov)

### Applicant Type:

Morro Bay Resident     Non-Resident     For Profit     Non-profit: Tax ID Required \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

I would like my event to be listed on the community calendar and/or website for the Chamber of Commerce.

Yes                                       No

I would like to be contacted by Tourism regarding accommodations for this event.

Yes                                       No

### Facility Information

Facility Requested – Community Center (Check all that apply)

Conference Room     Studio     Aud. West     Aud. East     Multi-Purpose Room  
 Working Kitchen/BBQ     Caterer's Kitchen     Other \_\_\_\_\_

Equipment Requested - Community Center (Check all that apply)

Podium                                       Coffee Maker                                       Projection Screen  
 Tables –                                       Chairs –  
(14 - 8' Rect., 35 – 6' Rect., 22 – 5' Round, 8 – 6' Rounds)                                      (195 Blue Chairs & 195 Red Chairs)

Microphone/House Audio - Speaking/Announcement style only

### Event Date and Time Requested

If Event is Multi-day, please include an attachment

Date of Event: \_\_\_\_\_

Set-up Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Clean-up Start Time: \_\_\_\_\_ Clean-up End Time: \_\_\_\_\_

### Event Information

Please tell us about your event to give a better understanding your needs.

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Adult Attendees: \_\_\_\_\_ Child Attendees : \_\_\_\_\_ % of Morro Bay Residents: \_\_\_\_\_

Will a Fee be charged? -If yes, explain

Yes: \_\_\_\_\_

No

Do you have amplified music/sound (i.e. live music, DJ, Dancing, etc.)? - If yes, explain

Yes: \_\_\_\_\_

No

Will alcohol be consumed? - If yes, Liquor Liability Insurance is required.

Yes

No

Will alcohol be sold? (Involving tickets that have the cost of alcohol included) - If yes, ABC License and Liquor Liability Insurance is required.

Yes

No

- General Liability Insurance with a Policy Endorsement naming the city as Additional Insured will be required for all events.
- This application must be accompanied by a Permit Processing
- Fee and Security Deposit Check or Credit Card Deposit form.
- Security Deposit will be returned following a satisfactory conduct report post-event.
- Post-Event charges will be charged to your permit and paid through your Security Deposit check.
- Balance of your Security Deposit will be mailed to you.
- Public places are Smoke Free Zones, therefore smoking is prohibited within the permitted area(s).

"The undersigned, herein known as the applicant, understands and agrees that he/she and/or the organization that he/she represents shall assume all risks for loss, damage, liability, injury, cost or expense that may occur during or as a result of use listed above; the applicant further agrees that in consideration of permission of use City property above, he/she and/or the organization will defend, indemnify, and hold harmless the City of Morro Bay and the City's officials, employees and agents from and against all claims, liability, damages, and/or injuries to persons and property) including demands, losses, actions, causes of actions, damages, liabilities, expenses, charges assessments, fines or penalties of any kind, and costs including attorney fees and litigation expenses) from any cause arising out of or relating (directly or indirectly) to this Permit for use of City property. the applicant further agrees to be personally responsible for any damage sustained to the grounds, building, fixtures or equipment, as a result of their use of City property. The applicant further certifies that he has read (or had interpreted), understands and agrees to abide by any and all attached reservation policies of the City of Morro Bay Recreation Services."

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Applicant Signature

Date



# CITY OF MORRO BAY

RECREATION DEPARTMENT

1001 Kennedy Way  
Morro Bay, CA 93442

## Credit Card Deposit Form

Sign and complete this form to authorize the City of Morro Bay to make a charge(s) to your credit card or bank account listed below.

By signing this form, you give us permission to debit your account for the amount specified on or after the indicated date. Enter all credit card information including the payment amount to be charged to your credit card and remember to sign the form.

Unless otherwise specified, permission is for this transaction only. It does not provide authorization for any additional unrelated debits or credits to your account.

\_\_\_\_\_ Initial to keep a copy of this form on file for future use.

\*\*Credit card information will be kept on file until the expiration date. \*\*

\_\_\_\_\_  
**Event Name & Permit number** **Date**

**Card Type:**     Visa     Master     American Express

\_\_\_\_\_  
**Name (as it appears on credit card)** **Phone #**

\_\_\_\_\_  
**Credit Card #** **Exp. Date**    **CVV/CVC # (3-digit code)**

\_\_\_\_\_  
**Authorized \$ Amount to be Charged**    **Payment for**

\_\_\_\_\_  
**Signature** **Date**