

FACILITY RESERVATION: COMMUNITY EQUESTRIAN ARENA RENTAL POLICY



Failure to abide by the rules and regulations governing the use of the City of San Dimas facilities, including the Community Equestrian Arena, may result in forfeiture of the deposit and a ban from future use.

- A. Arena is available for rent for a total of four weekends per calendar year. The arena may only be rented for equestrian or livestock-related events or activities, excluding rodeos.
- B. City ordinances must be observed. The City reserves the right to full access to all activities at any time in order to ensure that all rules, regulations, and City and State laws are observed.
- C. Applicant must submit the following:
 - 1. Site plan indicating the location of restroom, booths, pens, etc.
 - 2. Parking plan.
 - 3. Estimated attendance of event – participants and spectators.
- D. All activities, including clean-up, may not extend beyond dusk.
- E. All persons and organizations requesting the use of City facilities must submit an application for review and approval. Required security/cleaning deposit must accompany the application.
 - 1. Final approval is granted upon payment of the balance of fees. Facility reservations are subject to cancellation if fees are not paid 15 days prior to events.
 - 2. Deposit (or portion thereof) will be refunded when cleaning requirements are met; clean-up includes removal of horse manure from the arena and trash pick-up in and around the arena; when no damage, theft, or abuse to the arena or grounds occurs during the applicant's use.
 - 3. The security/cleaning deposit is refunded by City check and will be mailed approximately 3 weeks after the date of activity.
 - 4. Applications are approved at the discretion of the City.
- F. Applicants must sign Hold Harmless Agreement and assume all liability for damage or theft of City property.
 - 1. Applicant is held responsible for reimbursing the City for all damaged or missing items.
 - 2. Applicant is responsible for proper conduct and ethical control of participants or spectators of special events.
- G. City is not responsible for lost or stolen items.
- H. Any accident or damage must be reported immediately to the City.
- I. The serving, selling, and consumption of alcoholic beverages are forbidden on all park facilities.
- J. Prior to the first day of the event, the city will arrange for the arena surface to be dragged. Any other arena preparation is the responsibility of the applicant.
- K. There are no permanent restrooms available at the arena site. The applicant is responsible for renting portable restroom facilities for the event.
 - 1. A minimum of two (2) port-a-potties, but must coordinate delivery and pick up with the City.
 - 2. Applicant must secure two (2) port-a-potties but must coordinate delivery and a pickup with the City.
 - 3. At least one (1) port-a-potty must be handicap accessible.
- L. The rental rate is \$500.00 per day plus a \$250.00 security/cleaning deposit.
- M. Applicant shall at its own cost and expense, carry public liability add property damage insurance in an amount no less than \$2,000,000 each occurrence for bodily injury and property damage combined, naming the City of San Dimas as additionally insured for any loss liability and claim arising out of or connected with the applicant's use of the facility.
- N. Applicant must make arrangements for a veterinarian to be available for emergency response.
- O. The Inland Valley Humane Society (IVHS) shall be notified of all scheduled events. The IVHS May impose conditions for any event.