

**COUNTY OF KERN**  
**APPLICATION FOR USE OF COUNTY FACILITY**

Date submitted

*Application form must be submitted at least two weeks in advance of the event*

Please select requested facility below:

<b>Facility charge applies:</b> <input type="checkbox"/> Board Chambers Room capacity-283 Seating capacity-258 <i>Facilities rented in addition to the Board Chambers may incur an additional rental fee for same event</i>	<b>No facility charge:</b>	Submit form by: Email: granheima@co.kern.ca.us Mail: General Services 1115 Truxtun Ave, 3rd floor Bakersfield, CA 93301 Fax: (661) 868-3100 For questions call (661) 868-3003
<input type="checkbox"/> Multi-Purpose Rm (3rd fl) <input type="checkbox"/> Half <input type="checkbox"/> Whole Seating capacity-154 <input type="checkbox"/> Old Board Chambers <input type="checkbox"/> Lobby Rotunda Seating capacity-128	<input type="checkbox"/> Public Forum-South <input type="checkbox"/> Public Forum-West <input type="checkbox"/> Liberty Bell	Submit form by: Email: granheima@co.kern.ca.us Mail: General Services 1115 Truxtun Ave, 3rd floor Bakersfield, CA 93301 Fax: (661) 868-3100 For question call (661) 868-3003

Name Address and Email of Applicant/ Department	<input type="text"/>	Name of Contact	<input type="text"/>
		Phone Number	<input type="text"/>
Event Date	<input type="text"/>	Time (including set-up and clean-up)	<input type="text"/>
		Number Attending	<input type="text"/>

Is the event open to the public?  Are you a non-profit organization?  Tax ID #

Event title/  
description

Check all items needed for event: **(Additional charges may apply, depending on the time of the event)**

- Microphone (Not available in Rotunda)
- Audio/Visual Equipment (Not available at Liberty Bell/Rotunda)
- Computer (Not available at Liberty Bell/Rotunda)
- Podium (Not available in Rotunda)
- Technical Assistance (Not available at Liberty Bell/Rotunda) *PLEASE EXPLAIN BELOW*
- Tables/chairs (May not be available at all sites)

Additional information/terms of use/event needs

By signing below, I am acknowledging that I have read, understand and agree to the Rules and Regulations for the Use of the Kern County Facilities, shown on page 2 of this document.

**Submission of this application does not guarantee use of the facility. Please await confirmation.**

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

**FOR GENERAL SERVICES USE ONLY**

Application cannot be finalized without receiving the items listed below:

- Insurance Certificate
- User Fee
- Security Deposit

Notified

- Applicant
- Custodial
- Maintenance
- Security
- ITS/KGOV

Approved  Rejected Approved by

Date

## **RULES AND REGULATIONS FOR THE USE OF THE KERN COUNTY FACILITIES**

**Rental is limited to cities, special districts, schools, state and federal government agencies, quasi-governmental agencies, and private non-profit organizations. Facilities are not available to private parties.**

No reservation shall be confirmed until an application has been completed by the applicant and approved by Clerk of the Board or General Services.

### **Deposit**

Users are responsible for all facility clean-up, which include but are not limited to, collection and removal of trash at the conclusion of the event and leaving it in an area designated for pick up. A security deposit of \$300 is required from all non-County entities to cover any damage or necessary clean-up after the event. Deposits must be paid in full at least ten (10) days in advance of the event. Deposits will be refunded within thirty (30) days following the event. Deposits are refunded in full, minus any actual clean-up fees or damage replacement costs.

County departments may be billed to cover any damage or necessary clean-up after the event.

Fees and rates are subject to change at the beginning of each fiscal year based on rate adjustments.

### **Fees**

As indicated on the application, facilities where a charge applies will be at the rate of \$100 per hour or part thereof, plus the actual costs of all County services specially incurred in connection with the event. Fees shall apply for facility use both during and after business hours; additional fees may apply for facility use after business hours.

All incurred fees will be billed within 60 days of the event. You may elect to have these fees reduced from your security deposit by notifying the contact person within the first 10 days following the event.

If any checks are returned due to non-sufficient funds, the fee must be paid in cash or money order, plus any returned check fees.

### **Insurance**

Applicant shall provide a certificate of insurance and endorsement of additional insureds verifying comprehensive liability coverage in the amount of \$1,000,000 and naming the "County of Kern, its officers, employees and agents" as additional insured. The certificate must be submitted to the designated reservations agent no less than ten (10) days in advance of the scheduled use of the facility or at the time of the reservation if less than ten (10) days from the date of event. At the discretion of the Assistant County Administrative Officer for General Services, in consultation with the Risk Management Division, liability coverage may be waived or reduced, or other indemnification coverage, from other government agencies, may be accepted in lieu of the required liability insurance coverage.

### **Special Requirements**

Rental space is available "as is". Unless otherwise arranged with the County, each individual/group shall be responsible for providing any equipment necessary for the planned activity, including, but not limited to audio/visual and other technology. Applicant must notify the General Services Division if any outside equipment or furniture will be brought into the facility.

If County equipment is available for use, qualified County staff must be present to operate or turn on the equipment. There will be a fee for KGOV staff to operate or set up technical equipment if outside of normal business hours in the Board Chambers. Additional fees may also be required for custodial services, security services and heating/air conditioning utilized outside of normal business hours.

**No food or drink is allowed in the Board of Supervisors Chambers.** Refreshments may be served in the other locations.

Applicant is responsible for the set-up and clean-up of the rented space. Allow an hour before and after the event for set-up and clean-up to ensure adequate time for preparation and take-down.

Any reservation may be revoked without prior notice if there are conflicting dates or the County needs the facility(s) for purposes that developed after the reservation was made.

The contact person whose name is on this form is completely responsible for the conduct of the organization/ group and is liable for any damages that may result from the use of the facility, as indicated by their signature.

Two (2) hour parking and unlimited parking spaces are available. The two (2) hour limit is strictly enforced by on site Security staff. Park at your own risk. Citations will also be issued for parking outside of designated parking stall lines.

Public Forum events/activities may not restrict ingress or egress to any building, parking lot or surrounding street. Events/ activities cannot interfere with or disrupt normal County business; this would include the use of amplified sound, unless otherwise approved.

The approving County department will return a copy of the application to the applicant once approved to confirm the information.

All requirements, fees and deposits are pursuant to County Ordinance G-6267 § 10, 1995; Ordinance G-5829 § 2 (part), 1992 and County Ordinance G-6267 § 11, 1995; Ordinance G-5829 § 2 (part), 1992.