

**DEMPSEY HOLDER SAFETY CENTER  
950 OCEAN LANE  
IMPERIAL BEACH, CA 91932**

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**RESERVATION FEES:**

- Insurance:** Insurance is mandatory and can be purchased from the City or provided by applicant. Cost to be determined based on risk factor of event. A deposit of \$83.32 is required upon submission of application.
- Room Deposit:** \$500.00 (Refundable upon room clearance.)
- Recycling Deposit:** \$50.00 (Refundable upon verification of recycling.)
- Hourly Rental:** \$50.00/hour
- Open/Closing Fee:** \$107.00 (Non-Refundable. Staff time to open/close and inspect.)
- Cleaning Fee:** \$107.00 (one hour required; any additional time will be billed to deposit)
- Additional Fees:** As required: \$50.00 Expediting fee Applications submitted less than 60 days in advance will be charged an additional fee of \$50 for expediting.

**FOR OFFICE USE ONLY**

- Application submitted – completed, initialed and signed
  - Penalty Fees section initialed by applicant. (page 5)
  - Insurance section initialed by applicant. (page 4)
  - 60 days prior to event – all fees/deposits paid
    - less than 60 days prior to event – all fees/deposits paid with additional expediting fee paid
- Insurance – City insurance paid or certificate attached to application
- Room set up attached

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



City of Imperial Beach  
**DEMPSEY HOLDER SAFETY CENTER**  
950 Ocean Lane, Imperial Beach, CA 91932

## RESERVATION APPLICATION

Please submit the application to the Administrative Services Department located at 825 Imperial Beach Blvd. Applications must be submitted **sixty (60) days** in advance of the event date. **Applications submitted less than 60 days in advance will be charged an additional fee of \$50 for expediting. NO PERMITS WILL BE PROCESSED FOR LEGAL HOLIDAYS.** Please provide proof of residency (CA identification and a copy of a current utility bill), insurance, fees, deposits, and no-fee permit requests with the application. For additional information, please call the Administrative Services Department at (619) 628-1365 or the Public Safety Department at (619) 423-8223.

Date: \_\_\_\_\_

### APPLICATION

Activity Date: \_\_\_\_\_

Time Requested: \_\_\_\_\_ to \_\_\_\_\_

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

Type of Activity: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number(s): \_\_\_\_\_

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

Contact Phone Number(s): \_\_\_\_\_

Will persons under 21 be present?

Yes       No

Will the kitchen be used?

Yes       No

Will food or beverages be served?

Yes       No

Will admission be charged?

Yes       No

Certificate of Insurance submitted?

Yes       No

**FACILITY USE RULES AND REGULATIONS**

Please initial.

\_\_\_\_\_ Application for permits for use of facility building may be obtained from the Administrative Services Department located at 825 Imperial Beach Blvd. , (619) 628-1365, or the Public Safety Department located at 865 Imperial Beach Blvd., (619) 423-8223.

\_\_\_\_\_ Reservations for the use of the facility must be made sixty (60) days in advance of the date requested. All fees and deposits must be paid when application is submitted. Applications will be considered on a first come, first serve basis.

\_\_\_\_\_ Permits will not be issued to any person under eighteen (18) years of age. At any event where minors are present, at least one adult must be present for every 15 minors during the entire event.

\_\_\_\_\_ Use of facilities will be limited to the time specified on the permit. This includes time for preparation and clean up.

\_\_\_\_\_ Applicant will be held financially responsible for damage to facilities and equipment.

\_\_\_\_\_ The Applicant is responsible for any damaged, lost or stolen equipment, control of attendees, and for limiting sound from the event to a reasonable level.

\_\_\_\_\_ Any permit may be revoked without previous notice where conflicting dates have resulted or where need of property for governmental purposes has subsequently developed.

\_\_\_\_\_ The use of municipal buildings or facilities shall not be granted, permitted, to any individual, society, group or organization which has as its objective or as one of its objectives the overthrow, or advocacy of the overthrow of the present form of government of the United States or the State of California, by force or violence or other unlawful means.

\_\_\_\_\_ **Building and facilities including parking and surrounding areas are to be left clean, and in orderly condition. (same condition as received)**

\_\_\_\_\_ Applicant, or designated responsible person, must remain in the building until the designated closing time.

\_\_\_\_\_ **ALCOHOL USE IS PROHIBITED.** The serving of refreshments containing alcohol is prohibited in any public building, public park, public playground, or public parking lot. No alcoholic beverage may be consumed in any public building, or facility without having received the required permit from the City Manager of the City of Imperial Beach as outlined in the Municipal Code for the City of Imperial Beach.

\_\_\_\_\_ **The Public Safety Department must be notified of cancellation five (5) business days prior to the scheduled time for an activity or the full rental fee will be charged.**

\_\_\_\_\_ All trash must be removed from the event site and taken with you. City waste receptacles are not to be used for event clean-up. Portions of the deposit may be withheld if trash is not taken with you.

\_\_\_\_\_ The applicant is responsible for informing caterers/vendors that they may not deliver/pick-up before or after hours and vehicles are not allowed onto the park or beach areas. **NO EXCEPTIONS** Amplified music is NOT allowed anywhere indoors, outdoors or on patios without a permit. The noise ordinance must be adhered to at all times.

- \_\_\_\_\_ A dance floor is required when the event includes dancing. No dance floors are allowed in the park or beach areas.
- \_\_\_\_\_ Shirts and shoes are required in the facility at all times. No wet towels, surfboards, or wet swim clothes shall be brought into the facility.
- \_\_\_\_\_ Decorations shall not be attached, adhered, affixed, or anchored to any wall. All decorations shall be removed upon conclusion of the event. **NO** rice, flower petals, or confetti etc shall be thrown or dispersed outdoors.
- \_\_\_\_\_ Existing furniture in facility is **NOT** to be stored outside.
- \_\_\_\_\_ Caterers **MUST** have a valid City of Imperial Beach business license.
- \_\_\_\_\_ All Americans with Disabilities Act (ADA) mandated access requirements must be adhered to. All regulations stated in the rules and regulations for use of public facilities are incorporated herein as conditions of this permit.
- \_\_\_\_\_ **Applicant will not park any vehicles, equipment, or supplies/materials on Elder Avenue street-end outside the regular marked stalls, including for the purpose of loading and unloading. The Elder Avenue street end must remain clear at all times for emergency and maintenance vehicle access.**
- \_\_\_\_\_ No motorized vehicles are to be parked or driven on the Mel Portwood Pier Plaza, Beach, or Pier.
- \_\_\_\_\_ Applicant will at no time park a vehicle, or leave equipment blocking the Dempsey Holder Safety Center east facing garage doors.
- \_\_\_\_\_ Applicant must maintain a clear path of entry and exit from the Dempsey Holder Safety Center; and all doors must remain clear.
- \_\_\_\_\_ During the event, the sound level within the Dempsey Holder Safety Center must be maintained at a level so as not to distract a lifeguard from performing their duties during operating hours.
- \_\_\_\_\_ The applicant will only be allowed access to the Dempsey Holder Safety Center's northwest entry door, main lobby, stairway, elevator; and second floor multipurpose room, foyer, outside decks, and restrooms.
- \_\_\_\_\_ **Applicant will consistently monitor and inform attendees** that drinks, refreshments, or any other objects are not allowed on the on the west facing patio railing to prevent any accidental objects falling on persons below.

**WAIVER**

Applicant waives all claims against the City of Imperial Beach (herein known as "CITY"), its officers, agents and employees, for losses or damages caused by, arising out of, or in any way connected with the exercise of this permit and Applicant agrees to hold harmless, indemnify, and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by Applicant of the rights hereby permitted, except those arising out of the sole negligence of City.

City shall have the privilege of inspecting the premises covered by this permit at any and all times.

City may terminate this permit at any time if Applicant fails to perform any covenant herein contained at the time and in the manner herein provided. City agrees it will not unreasonably exercise this right of termination.

The parties hereto agree that the Applicant, its officers, agents, and employees, in the performance of this permit shall act in an independent capacity and not as officers, employees or agents of the City. This permit shall not be assigned to another individual or group.

No alteration or variation of the terms of this permit shall be valid unless made in writing and signed by the parties hereto.

Applicant agrees to comply with the terms and conditions contained in the attached exhibit(s), which terms and conditions are by this reference made part thereof. Applicant agrees to reimburse the City for all costs incurred in enforcing the provisions of this permit, including attorney fees.

Permittee hereby agrees to comply with the rules and regulations of the facility or institution subject to this permit.

\_\_\_\_\_ (applicant initials)

**INSURANCE REQUIREMENTS**

1. Individuals and organizations wishing to use public facilities are required to provide proof of general liability insurance coverage. This is mandatory. A low risk event requires a \$1 million dollar policy, moderate requires a \$2 million dollar policy, high requires a \$3 million dollar policy, and an extremely high risk event would require a \$5 million dollar liability policy. Applicant **MUST** provide Certificate of Insurance with application evidencing the City of Imperial Beach and the Port of San Diego as Additional Insureds with liability coverage of \$2,000,000 as a minimum. After a review of the application, applicant may be required to show proof of a policy evidencing up to \$5,000,000 liability coverage. Applicant agrees to provide insurance coverage as required or to pay full costs of insurance provided through the City's policy.  
 \_\_\_\_\_ (applicant initials)
2. Prior to use of any public facility, your insurance broker or carrier must issue certificates of insurance on behalf of the City. The endorsement must include the following:
  - ❖ Date(s) of the event within the "policy effective" and "policy expiration" dates.
  - ❖ Name of the insured on the certificate matches the names of the organization / individual on the application.
  - ❖ Certificate holder address is:
 

City of Imperial Beach  
825 Imperial Beach Blvd.  
Imperial Beach, CA 91932
3. You may purchase special event insurance through the City of Imperial Beach.

**DEPOSITS, CHARGES, AND PENALTY FEES**

**DEPOSIT**

A deposit of \$550.00 is required before any group is permitted to use the Dempsey Holder Safety Center. The deposit of \$500 is refundable if the Center is left clean and undamaged. A \$50 deposit is for the recycling plan and is refundable upon verification of plan implementation. The \$500 deposit or part thereof will be forfeited if the Center, equipment, or any part thereof is damaged, broken or harmed during the time the renter has reserved the facility. Before the deposit is returned, cleaning fees, penalty fees and fees for any damages will be deducted.

**CHARGES**

- All fees must be paid when the application is submitted.
- A financial report shall be filed with the final payment of fees by groups that charge admission.
- The opening and closing fee will be paid when the application is submitted. Additional fees will be charged for any activities requiring leadership or services.
- Proof of General Liability Insurance coverage for the event **must be provided at the time of application** (and may be purchased through the City).

**PENALTY FEES** ( \_\_\_\_\_ applicant's initials)

A regular hourly fee, plus \$5.00 per minute will be charged for not having left the building at the appointed time.

**NOTE:** Failure to comply with any of these rules or other public safety laws during the use of any building or facility is grounds for revoking immediate and future permits by the City Manager or his appointed representative. **Any variations of policies and/or fees must have the approval of the City Manager.**

**ACKNOWLEDGEMENT**

I AM AN AUTHORIZED REPRESENTATIVE OF THE GROUP SUBMITTING THIS APPLICATION. I HAVE READ THE RULES AND REGULATIONS CONCERNING THE RENTAL OF THE DEMPSEY HOLDER SAFETY CENTER AND HEREBY ACCEPT RESPONSIBILITY FOR COMPLYING WITH THE PROVISIONS OF THESE RULES. AS APPLICANT, I ACCEPT THE TERMS AND CONDITIONS AND UNDERSTAND THAT FAILURE TO FOLLOW ALL TERMS AND CONDITIONS FOR USE WILL RESULT IN IMMEDIATE REVOCATION OF PRIVILEGES and EVENT CANCELLATION.

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Name of Applicant (Please print)

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Signature of Applicant

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Date

**PROCEDURES AND FEES FOR USE  
DEMPSEY HOLDER SAFETY CENTER**

**CAPACITY:**

The capacity limits of the Center are 89 seated and 143 non-seated. In conjunction with the use of the Center, other public facilities (e.g. Pier Plaza Park) may require a Special Event Permit in addition to hourly reservation permit fees based on additional burdens or impacts to City services or the public beyond current capacity levels of the facility.

**RENTAL FEES:**

Depending on availability, the Center may be rented for permitted use on an hourly basis with a three (3) hour minimum charge according to the following schedule:

- A. **Program Groups: (City or Port)** No charge  
Originated or co-sponsored by the City.
- B. **Community Service Organization/Non-Profit:** \$50 hourly rental  
Imperial Beach organizations determined by the City to be community service oriented and related in purpose to be the furtherance of community programs, events and activities.
- C. **Educational Institution/Classroom:** \$50 hourly rental  
(1-hour minimum charge applicable to Educational Institutions)

**EVENT HOURS OF USE**

Events shall be limited to five (5) hours in length.

**Weekdays (Monday – Friday):**

June 1 – September 30	10:00 am to 6:00 pm
October 1 – May 31	10:00 am to 5:00 pm

**Weekends (Saturday & Sunday):**

June 1 – September 30	10:00 am to 8:00 pm
October 1 – May 31	10:00 am to 6:00 pm

**OPENING & CLOSING FEES**

**\$107**

These fees apply to all renters except City or Port Groups.

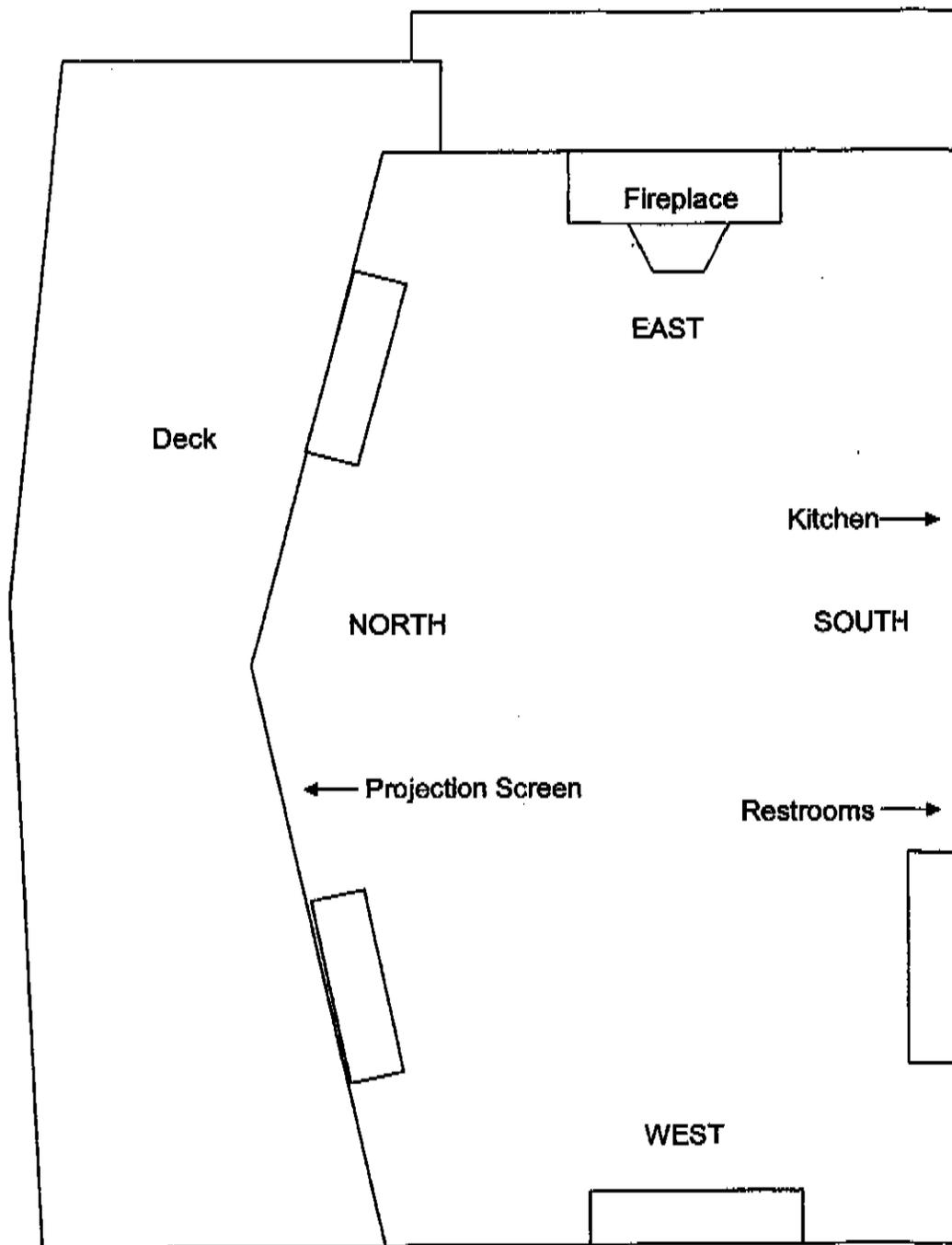
**CLEANING FEES**

**\$107/hour**  
(minimum 1 hour)

These fees apply to all renters except City or Port Groups.

**MISCELLANEOUS INFORMATION**

1. Tables and chairs will be set-up in advance and will be cleaned, inspected, and secured by City personnel. If a special configuration is desired for the set-up, the applicant must provide the desired configuration to Administrative Services with the application.
2. Applicant, or a designated responsible person, must be available at opening and remain in the building until the designated closing time.
3. Building and facilities, including parking and surrounding areas, are to be left in a clean, uncluttered, and orderly condition.



Not to scale

Capacity:

- 89 Seated
- 143 Non-Seated

Available Tables: 8  
Available Chairs: 80