



ROSSMOOR COMMUNITY SERVICES DISTRICT
 3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710
 WEBSITE: WWW.ROSSMOOR-CSD.ORG / E-MAIL: RCSD@ROSSMOOR-CSD.ORG

SPECIAL USE INFORMATION (Subject to approval from the District General Manager)

Please answer all the questions and provide additional sheets if necessary.

17. Event Date(s): _____ Time: _____
 _____ Time: _____
 _____ Time: _____

18. Set up Date(s)/Time: _____

19. Break Down Date(s)/Time: _____

20. Estimated No. of Attendance: Participants _____ Spectators _____ Staff _____
 Participants _____ Spectators _____ Staff _____

21. How will the event be advertised? (Flyers, newspapers, radio, television, etc.) Please describe.

22. Will monies or donations be collected at the event? Yes No
 If yes, please explain types of fees or charges and amounts.

23. How will the funds generated by the event be used?

24. Will food or merchandise be sold or displayed at the event? Yes No
 If yes, anticipated number of food vendors: _____ Anticipated number of merchandise vendors: _____

25. Will food or merchandise be given away for free? Yes No
 Please explain.

26. Will you require electricity for any portion of your event? Yes No
 If yes, please explain in detail what the electricity will be used for and how it will be provided. (Electricity is only available in certain areas)

27. Will any temporary structures or equipment be brought to the site for the event? (Stages, fencing, generators, lighting, sound system, seating, bleachers, tents, booths, portable toilets, etc.) Yes No
 If yes, please describe in detail and attach site plan. Tent/Canopies larger than 10 x 10 need special permits and approval.

28. Will the event include music or amplified sound? (P.A. system, live music, recorded music, DJ, etc.) Yes No

29. If yes, describe in detail. (If live performance, please include names of performers.)

30. Please provide any additional information concerning the scope of your event not addressed above. (i.e. carnivals, game booths, animal rides, moonbounces, etc.)

31. If you answered "Yes" to questions 1 through 3, the following are additional permits or approvals required from other County/District

Departments depending on the type of activity:

- a. O.C. Fire Authority -For tent/canopy, open flame or site plans
- b. Health Department -Food Permit from Environmental Health Division
- c. Sheriff's Department -Special Event Coordinator for Security
- d. Public Service -Barricades/cones and "no parking" signs

The proposed event may require additional review, approval, permits, licenses and/or inspections from other City departments. I understand that if I have provided false or inaccurate information on this application, the event may be canceled prior to or during the event at the discretion of the General Manager or his/her designee, and will result in forfeiture of fees paid, deposits and/or denial of current and future applications for use of District facilities and may incur additional District charges.

I am authorized to sign on behalf of the applicant/organization. I hereby certify that to the best of my knowledge and belief the above statements are true. I agree to reimburse the District for any loss or damage caused by this usage and to hold the District safe from any liability arising out of the use of the premises or equipment. I will be present throughout the activity and will be responsible for the adherence to regulations governing use of the facilities.

Name (Please Print)

Organization:

Signature:

Title

Date

FOR DEPARTMENT USE ONLY

Received by:

Date:

General Manager Approval:

Date:

Processed by:

Date: