

CITY OF CHINO HILLS

ADMINISTRATIVE POLICIES GUIDELINES

Date Amended: 07/22/14

MOBILE SHOW WAGON USE POLICY

Section: 12.2

1. PURPOSE

To regulate the use and rental of the City's mobile show wagon.

2. RESPONSIBILITY

The Community Services Department, Recreation Division, is responsible for the administration of this policy.

3. POLICY

3.1 DEFINITIONS

The following terms whenever used or referred to in this policy shall have the following meanings:

3.1.1 "Show Wagon" means the City of Chino Hills Mobile Show Wagon.

3.1.2 "Not-for-profit user" means an organization registered as a not-for-profit corporation with the State of California, such as service, social, or athletic organizations or an organization that can provide documentation to demonstrate described status of the organization.

3.1.3 "Fee(s)" means the fees listed in the current Schedule of Fees as approved by the City of Chino Hills City Council.

3.2 USER GROUP CLASSIFICATION

Group A: City of Chino Hills sponsored and co-sponsored classes, events and programs; and governmental agencies serving Chino Hills residents (i.e. County of San Bernardino agencies, districts, and authorities; State of California departments, multi-city organizations and joint powers authorities to which the City belongs; Federal agencies; Chino Valley Independent Fire District; and, Chino Hills Police Department when acting in official capacity).

Group B: (1) Chino Hills based non-profit, service, athletic, or social organizations. To qualify as a Chino Hills non-profit organization, the organization must provide “Articles of Incorporation” indicating status as a Chino Hills based non-profit and provide an insurance certificate additionally insuring the City of Chino Hills.

(2) Chino Valley Unified School District. (i.e. clubs, boosters, social, and sports groups). Groups must provide a letter from their school identifying the group, as well as, provide an insurance certificate additionally insuring the City of Chino Hills.

Group C: Chino Hills resident or business.

Group D: Non-Chino Hills resident, non-profit, or business.

Group S: Chino Hills Non-profit Senior Groups

3.2.1 Individuals are not eligible to reserve the Mobile Show Wagon.

3.3 RENTAL RESERVATION PRIORITY

Mobile Show Wagon rentals shall be based upon the following reservation priority:

3.3.1 Group A shall not be limited to a reservation timeframe.

3.3.2 Group B and S users shall be allowed to reserve 365 days prior to the rental date.

3.3.3 Group C users shall be allowed to reserve 270 days prior to the rental date.

3.3.4 Group D users shall be allowed to reserve 180 days prior to the rental date.

3.4 GENERAL SHOW WAGON RULES AND REGULATIONS

3.4.1 An application and deposit are required to secure a reservation.

3.4.2 Applicant must complete the Mobile Show Wagon Reservation application no less than 14 days prior to the requested date of use.

3.4.3 The City of Chino Hills Community Services Department reserves the right to suspend use of the Mobile Show Wagon to those groups not complying with established guidelines and regulations.

3.4.4 Upon receipt of all fees and conditions, applicant will receive written confirmation securing rental of Show Wagon.

3.4.5 Permits shall not be transferred, assigned, or sublet.

3.5 RENTAL HOURS

3.5.1 The Mobile Show Wagon is available for rent from 6:00 a.m. to 10:00 p.m.; which includes setup and breakdown

3.5.2 The Mobile Show Wagon is available for consecutive-day rental.

3.6 FEES & DEPOSITS

3.6.1 Only the applicant may submit all fees and deposits. Acceptable forms of payment are cash, credit card, personal check, or money order, payable to the CITY OF CHINO HILLS.

3.6.2 The application for use of the Mobile Show Wagon and a deposit of 50% of the rental fee are due at the time of the reservation. The balance is due 30 days prior to the reservation.

3.6.3 Reservations made less than 30 days, but not less than 14 days, in advance of the scheduled event must be paid in full at the time the reservation is made.

3.6.4 A security deposit must be paid at time of reservation to cover any damages for excessive wear and tear. If the Mobile Show Wagon is returned in the same condition it arrived, the security deposit will be refunded to the applicant within two to three weeks of the reservation period.

3.6.5 An additional deposit must be paid for overnight use of the Show Wagon. Overnight use will be contingent upon the City's approval of storage and security.

3.6.6 If the rental application is denied, all fees will be returned within three weeks of the denial.

- 3.6.7 Any changes to the reservation must be made in writing to the City of Chino Hills, Community Services Department, at least five working days in advance of scheduled event date. A cancellation fee of 50% of fees paid will be charged if made less than fourteen working days prior to the scheduled event.
- 3.6.8 If the APPLICANT'S check is returned to the City for any reason, a returned check fee will be assessed in addition to any fees due.
- 3.6.9 Failure to comply with the reservation policies or due dates may result in the cancellation of the reservation by the City of Chino Hills.
- 3.6.10 Additional fees may be required for insurance, special equipment, and/or additional staff, as needed.

3.7 INSURANCE REQUIREMENTS

- 3.7.1 Insurance for the use of the Show Wagon is required. Applicant may extend their policy to name the City of Chino Hills as co-insured or provide proof of insurance. The applicant whose name appears on the reservation must secure insurance in the amount of one million dollars (\$1,000,000), which holds the City of Chino Hills harmless for any damage or injury. The City of Chino Hills must be named as "additional insured."

**City of Chino Hills
Master Schedule of Fees
Effective September 1, 2014**

**Mobile Show Wagon
Rental Fees and Charges**

USER GROUP	FEE (6 hour rental)	additional hours	Mileage Fee (over 10 miles)	Deposit (overnight use only)	Cleaning Deposit
Group A	N/A	N/A	N/A	N/A	N/A
Group B	\$ 750	\$ 100	\$ 100	\$500	\$100
Group C	\$ 1,150	\$ 100	\$ 100	\$500	\$100
Group D	\$ 1,550	\$ 100	\$ 100	\$500	\$100
Group S	\$ 750	\$ 100	\$ 100	\$500	\$100

Rental includes "black" stage skirting.