

COMMUNITY CENTER RENTAL APPLICATION AND AGREEMENT

City of Rosemead • Parks and Recreation Department
 8838 East Valley Boulevard • Rosemead, CA 91770
 (626) 569-2160 - Phone • (626) 569-2303 - Fax
 www.cityofrosemead.org



Name:	Organization:	
Address:	City:	Zip:
Home Phone:	Cell Phone:	
E-Mail Address:		

<p>ROSEMEAD CENTER 3936 N. Muscatel Ave.</p> <p>Room(s) requested</p> <p>_____</p> <p>Kitchen Yes No</p>	<p>GARVEY CENTER 9108 Garvey Ave. (626) 569-2212</p> <p>Room(s) Requested</p> <p>_____</p> <p>Kitchen Yes No</p>
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TOBACCO PRODUCTS AND ALCOHOL ARE PROHIBITED IN OR AROUND CITY FACILITIES

Purpose of Event/Function: _____ Number Attending: _____
 Date of Event: _____ Day(s): _____
 Hours from: _____ to _____ **(Please include set-up and clean-up time)**
 Kitchen Hours: _____ to _____ Residency Confirmed: _____

Will the event be open to the public? Yes No	Will this be a fundraising event? Yes No
If yes, how will the proceeds be used? _____	

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Rosemead, and its officers, agents, or employees from any liability, claim or action for damages resulting from, or in any way arising out of, the use of the facility or equipment, and will agree to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Rosemead. I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I have read, signed and agree to comply with the Facility Rules and Regulations and the Cancellation Policy.

Signature of Applicant: _____ **Date:** _____

-----OFFICE USE ONLY-----

Date Received _____ **Time Received** _____ **Staff Initial** _____

Approved **Denied** **Supervisor's Approval:** _____

Approved **Denied** **Director's Approval:** _____

2nd Contact Person: _____	Cell Phone: _____
(ONLY day of event for decorating/setup purposes)	Time: _____ to _____

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SET-UP DIAGRAM

Applicant: _____

Facility: _____ Date of Use: _____ Room(s) No: _____

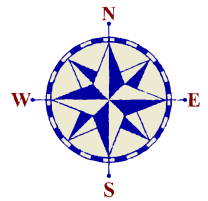
	<u># of Tables</u>	<u># of Chairs</u>
Round	_____	_____
6 Foot Rectangular	_____	_____
8 Foot Rectangular	_____	_____
Head Tables	_____	_____
Eating Tables	_____	_____
Serving Tables	_____	_____
Gift Tables	_____	_____
Auditorium Seating	_____	_____

Table and Chair Ratio

6 ft. Table = 6 Chairs (Only @ Garvey Center)

8 ft. Table = 8 Chairs

Round Table = 8 Chairs



Is space needed for dancing? Yes No (If yes, indicate below)

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FACILITY CLEAN-UP CHECKLIST

Garvey Center	Rosemead Center
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Name of Applicant: _____

Date of Event: _____ Facility/Room Used: _____

Start Time: _____ End Time: _____

-----OFFICE USE ONLY-----

ROOM/AREA	CONDITION/COMMENTS
Tables and chairs wiped down	
Floors swept/spot mopped	
Walls	
Doors	
Ceilings	
All trash to be bagged at the end of the party.	Staff will remove and take out trash to the dumpsters.
Decorations removed	
Equipment removed	
Restrooms – clean and free of debris	
Kitchen counters/other surfaces clean	
Kitchen floor swept/spot mopped	
Oven and Stove top left clean	
Kitchen Sink	Food is <u>not</u> to be put down the kitchen sink, please use the trash cans.
Other (specify):	

Additional Comments: _____

Signature of Staff Member: _____ Date: _____

Signature of Applicant: _____ Date: _____

Recommendation for Refund: Yes No

RULES AND REGULATIONS

City of Rosemead facilities may be used for recreation, social, educational, or governmental functions only. The City reserves the right to cancel any reservation at a moment's notice if the facility is needed by the City. However, reasonable effort will be made to relocate/reschedule the event. The City reserves the right of full access to all activities at any time during their occurrence to see that all rules, regulations, and City, State, and Federal Laws are not violated.

Facility use does not suggest City endorsement or sponsorship of any event. Applicant's publicity of event shall clearly and accurately identify the name of the sponsoring organization or individual. Under no circumstances shall Applicant sublease or allow any other organization or individual to use the facility for the period for which it is reserved.

If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

APPLICATION PROCESS:

1. Applicant must be at least 21 years of age. Proof of Rosemead residency is required at time of application.
2. **A facility is not considered rented until (1) Applicant delivers to the City the Facility Rental Application and Agreement, rental fee, deposit, and any other items deemed necessary by the City of Rosemead; and (2) the City of Rosemead, in its sole discretion, approves such rental in writing.**
3. The approval process takes a maximum of fourteen (14) working days. **Do not** advertise your event or print invitations prior to receiving written approval.
4. Reservations will not be accepted more than **one year or less than 21 days** in advance of date requested. Maximum duration in a facility is six (6) months.
5. Time requested must include decorating, event and clean-up.
6. Security Deposit is due at time of application. All fees must be paid 30 days prior to the event to avoid termination of application. Payments must be made by cash, check, credit card, money order, or cashier's check. Checks must be made payable to "City of Rosemead".
7. For events involving the general public, the applicant is required to procure Special Event Liability Insurance. The applicant shall purchase, from the City, appropriate certificates of public liability and property damage insurance in the amount of \$1,000,000 naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses City of Rosemead facilities. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice to the City.

APPLICANT RESPONSIBILITIES:

1. **Applicant must be present during the entire event. Admission to the facility ONLY at the allotted time, not before.**
2. All activities must cease and the facility completely vacated by midnight. Amplified sound or music that can be heard by the general public must cease by 11:00 p.m., or 1 hour prior to the event ending.
3. The group must appear within thirty minutes of the start time of the main event or permit will be cancelled and all fees forfeited.
4. Applicant cannot exceed the number attending on the application.
5. Activities for minors must be supervised by responsible adults on the ratio of at least one adult for every 20 minors.
6. **Applicant must secure services of at least 2 private security guards for supervision of teenageer (ages 13-20) events.** Copy of contract and guard cards must be presented 2 weeks prior. Guards must be on premises half hour prior to the event.
7. Groups using kitchen shall furnish own dishes, silverware, cooking utensils, towels, soap, ice, serving trays, etc.
8. Applicant is responsible for facility clean-up. Facility must be left in a reasonably clean condition (as determined by City) to receive a full deposit refund.
9. Applicant must conduct a walkthrough of the facility with staff prior to and at the conclusion of the event to review the condition of the facility. The Facility Condition Report must be signed to receive a deposit refund.
10. Applicant is responsible for the supervision of small children. They must remain in the reserved area at all times.

DECORATIONS/SET-UP:

1. Tape, staples, tacks and pins are prohibited on **all** surfaces including walls, glass, tables, windows and doors. Only table decorations are permissible. No stages allowed in the facility without written approval of the city.
2. The use of candles, open flame, smoke, bubble machines or fog machines is strictly prohibited.
3. Decorations cannot be hung or suspended from ceilings, drapes, or other City structures.
4. All decorations must be removed by the applicant at the conclusion of the event.
5. City staff will set up tables and chairs prior in preparation of your use, please do not move once in place.
6. **No glitter allowed.**
7. Applicant may assign a person as the 2nd contact for decorations/setup time only. Applicant must be present at the start of the main event until the conclusion.

PROHIBITED:

1. No intoxicating beverages or illegal substances are permitted on City property. Violation will result in the closure of the event and forfeiture of all fees.
2. Alcohol and smoking is not permitted on City property. (Ordinance No. 001, No. 703, & No. 845)
3. No profane language or disorderly or unseemly conduct is permitted in any City facility.
4. No advertisements, circulations of petitions, solicitations, nor entry fees are permitted without written approval from the City.
5. Guests may not take food into the hallways/restrooms or foyer.
6. No storage of private property is permitted on City premises.
7. City facilities cannot be used for commercial purposes without written approval.
8. Bouncers and petting zoos are not permitted on City facilities.
9. Gambling of any kind is not permitted at any City facility.
10. City equipment shall not be removed from any City facility.
11. No animals are permitted at the facility, with the exception of guide dogs.
12. Applicant shall not admit a larger number of individuals than can lawfully, safely, and freely move about the facility.
13. Only D/J and small bands are allowed to play in the facility. Staff will determine appropriate volume levels.
14. The use of candles, open flame, smoke, bubble machines or fog machines is strictly prohibited.
15. No tacoman allowed in, on and around the facility unless licensed. Must be approved by Director of Parks and Recreation.

REFUND OF SECURITY DEPOSIT:

1. Refund of security deposit will take approximately 4-6 weeks after the conclusion of your event, provided there are no problems. This will be refunded only to the payer, no change of address once the application has been submitted and approved.
2. There will be a deduction from your security deposit for the following items: **damage to wooden floors, acoustic floors, acoustic wall panels, or any other part of the facility**, additional cleaning, repair or replacement, deviation from the rental agreement, extra staff time cost, or disturbances requiring law enforcement.
3. If Applicant violates any part of this agreement or reports false information to the City of Rosemead, the City may refuse Applicant further use of the facility and Applicant shall forfeit a portion of or all of the rental fee and/or the deposit.

CANCELLATION POLICY

1. Reservations cancelled 1-14 days prior to event:
Security Deposit - No Refund
2. Reservations cancelled within 15-30* days of the event:
*Reservations made nine to twelve months in advance are subject to full deposit forfeiture for cancellations of 30 days or less.
Security Deposit - 50% Refund
3. Reservations cancelled within 31-45 days of event
Security Deposit - 75% Refund
4. All other cancellations subject to a \$25 administration fee.

CANCELLATION, RULES AND REGULATIONS POLICY

I, the undersigned applicant, have read, understood, received a copy of, and agree to abide by and enforce the cancellation, rules, regulations, and policies governing this facility as set forth by the City of Rosemead. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant's Signature: _____ Date: _____