



# Facility Use Application

Artesia Park: 562-860-3361 AJ Padelford Park: 562-407-1723

<b>Contract Holder:</b>		Nature of Event:	
Business/Organization:		Non Profit ID #: <i>Must attach valid Non-Profit Documentation</i>	
Address:		City:	Zip:
Main Phone:		Alternative Phone:	
Email:			
Alternate Contact: <i>(in the event Contract Holder cannot be reached):</i>			
Phone:		Email:	
Date(s) Requested:			
<b>Event Hours:</b> <i>Time needed for setup and cleanup must be included in the event time frame when booking.</i> <i>Start time will be the time you are allowed into the building. End time is the time everyone is out of the facility.</i> Start Time: _____ to End Time: _____			
Estimated Amount In Attendance: _____ <small>Events over 300 people will require City Council approval</small>		Open to Public: Y / N Admission Charged: Y / N	
Selling Food or Beverage: Y / N <small>Events selling food will require LA County Health Dept. Inspection and Approval at Facility User expense.</small>		Entertainment: Y / N Source: Band DJ/Recorded Music Performance Entertainer	
Serving Food or Beverage: Y / N		Food Provided By: _____	
<b>Equipment/Services:</b> <i>Recreation Department only has a certain number of tables and chairs available for use. If a larger amount is require, Facility User will have to provide their own.</i> Tables: _____ Chairs: _____			
<b>Facility Requested:</b>			
<b>Albert O. Little Community Center</b>	<b>Artesia Park</b>	<b>AJ Padelford Park</b>	
<input type="checkbox"/> Entire Hall (300) <input type="checkbox"/> East Auditorium (150) <input type="checkbox"/> SouthEast Auditorium (75) <input type="checkbox"/> West Auditorium with Stage (150) <input type="checkbox"/> Meeting Room A <input type="checkbox"/> Meeting Room B	<input type="checkbox"/> Outdoor Field Area <input type="checkbox"/> Tennis Court <input type="checkbox"/> Basketball Court 1 <input type="checkbox"/> Basketball Court 2 <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Baseball Diamond 1 / 2 / 3 / 4 / 5 / 6	<input type="checkbox"/> All Purpose Room (120) <input type="checkbox"/> Classroom A (20) <input type="checkbox"/> Classroom B (20) <input type="checkbox"/> Classroom C (20) <input type="checkbox"/> Open Field <input type="checkbox"/> Basketball Court <input type="checkbox"/> Picnic Shelter	

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Artesia, any other officers, agents, or employees from any liability, claim, or action for damages resulting from, or in anyway arising out of the use of the facility or equipment, and will agree to abide by and enforce all rules, regulations, and policies governing the facility as set forth by the City of Artesia. Said applicant will accept all responsibility for any damages to premises, furniture, equipment, grounds resulting from use of the facility. I have read and agree to comply with the Facility Use Regulations, the Conditions of Facility Use and the Cancellation Policy. Any false or misleading information or failure to comply with the Facility Use Regulations and the Conditions of Facility Use shall be grounds for denying this application, cancelling the reservation or revoking the permit in accordance with the terms of the Facility Use Regulations.

Signature of Applicant: \_\_\_\_\_

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

## Conditions of Facility Use

1. The Facility shall be used for the purpose stated in the Facility Use Application and Permit and no other use will be permitted.
2. Alcoholic beverages are prohibited and shall not be permitted in or on any Facility.
3. Persons will not be permitted inside any Facility in excess of the established capacity of that Facility.
4. The Permittee/responsible representative listed on the Facility Use Application and Permit must be present at all times during the Use, including setup, opening, closing, and cleanup.
5. The Permittee shall not allow another Person to use the Facility for the period that Permittee has been allowed by the Facility Use Application and Permit.
6. Immediately prior to any Use of any Facility building the Permittee shall check in with and notify the Department of the Permittee's intent to enter the building.
7. The permittee shall ensure that no profane language or disorderly or unseemly conduct be allowed in any City facility. Applicant may be liable for additional charges requiring law enforcement callouts.
8. All Facility Use Schedules and Permits shall be issued for specific Facilities and/or Equipment and for specific hours, and the Facilities must be vacated as scheduled.
9. The Permittee shall not prepare or decorate the Facility prior to the Use start time as only the "time stated" on the Application and Permit will be granted for decorating, the event, and clean-up. Additional hours may not be purchased on the day of the reservation.
10. The Permittee shall pick up, bag, and remove all trash generated by all activity in any way connected with the Facility's Use, leaving the Facility clean and free of all trash and litter. Everything must be accomplished prior to the closing time stated in the Facility Use Permit.
11. The Permittee shall not drive or permit to be driven nails, hooks, tacks, screws, staples, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein. No putty shall be permitted on any part of the Facility.
12. Additional Duties, Obligations, and Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notwithstanding the above conditions of facility use, if the applicant is not in compliance with the policies and regulations as stated in the Facility Use Regulations and/or these Conditions of Facility Use, the City may cancel the reservation or revoke the permit upon notice to the applicant. All rental fees and security deposits will be deemed forfeited.

Applicant Signature: \_\_\_\_\_

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

Staff Signature: \_\_\_\_\_

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





# FACILITY USE CHECKLIST

City of Artesia Parks & Recreation Department

Applicant agrees to abide by the Rules and Regulations governing the use of City facilities administered by the City of Artesia Parks & Recreation Department

Initial

## APPLICATION PROCESS

Proof of Artesia residency is required to receive resident rate. A current driver's license or identification card issued by the Department of Motor Vehicles and a current utility bill with the applicant's name.

**There will be a \$50 non-refundable application fee for all applications**

Initial

## APPROVAL

The approval process for most applications takes approximately (5) working days. The Department will review applications and notify the applicant. Please do not advertise your event or order/print any invitations prior to receiving written approval and paying for your reservation. Events with more than 300 attendees will require City Council Approval and may take up to (1) month for approval.

Initial

## SECURITY

Large events will Los Angeles County Sheriff Personnel for the complete duration of the event. All Sheriff Personnel will be hired by the City and paid by renter at a rate to be determined by the Lakewood Sheriff Station. Approval may take up to (1) month.

Initial

## ALCOHOL

- Alcohol is not permitted at any City Recreation Facility.
- Renters who serve or allow alcohol to be consumed at their event will immediately have their permit revoked, no refunds. Law enforcement may be called.

Initial

## CONDUCT

- Applicant shall ensure that no disorderly or unseemly conduct be allowed in any City facility. Applicant may be liable for additional charges requiring law enforcement callouts.
- Applicant is required to have no less than one adult chaperone for each twenty (20) minors present during use of City indoor facilities.

Initial

## DATE OF EVENT

- Doors will open at stated time.
- Only the "time stated" on application will be granted for set-up and clean-up.
- The event "end time" is when all guests must vacate the facility. Failure to vacate the facility at the stated time will result in the loss of security deposit.

Initial

## DECORATIONS

- The use of candles, open flames, smoke or fog machines is strictly prohibited. Applicant may be liable for Fire Department charges for false fire alarms.
- Decorations may not be placed on walls, glass, windows, or doors. Only table decorations and free standing decorations are permissible. Helium balloons are permissible, but renter is responsible for removal.
- Decorations cannot be hung or suspended from ceilings, drapes, or other City structures.
- Staples, tacks, or pins may NOT be used on any surfaces including walls, glass, tables, windows, or doors. Ensure that any tape used does not mar or leave any residue on any surface, including wall paint.
- Please do not use balloon shine spray on balloons.
- Rice, rose petals, glitter, confetti, or birdseed may not be used.
- All reservation decorations must be removed by applicant at the conclusion of the event. The City of Artesia will not be responsible for remaining equipment or supplies. Failure to remove any equipment, supplies, decorations (including stray balloons) will result in the loss of security deposit.

Initial

## FEES & CANCELLATIONS

- Rental fees shall be paid in full in order to secure your reservation.
- Reservations canceled 2 months prior to the event will receive a 50% refund of fees minus app. fee.
- Reservations canceled less than 2 month prior to the event will not be refunded.
- Reservations cancelled due to inclement weather will be refunded in full minus the \$50 app. fee. Only City Staff will determine whether a cancellation due to inclement weather is valid. No exceptions.

**DEPOSIT PROCEDURES***Initial*

- Upon approval of an application, full payment of the facility use fees are required to confirm your rental.
- Refund of security deposit after an event will take approximately 4 - 6 weeks from the reservation date if there were no concerns with the reservation. There may be deductions from the deposit for the following items: Additional cleaning, repair or replacement, deviations from the rental agreement, extra staff time cost related to the reservation, and disturbances requiring fire assistance or law enforcement. Deposit is mailed to name and address on application, refunds **can not** be picked up in person.

**SMOKING***Initial*

**All City facilities and parks are non-smoking.** Violation of this regulation will result in immediate cancellation of the reservation with no refund of fees and be subject to citation.

**OTHER RULES***Initial*

- **No solicitation of donations, contributions, or sale of anything of value for any purpose shall be made on City facilities without prior and written approval from the Parks & Recreation Manager .**
- Gambling of any kind is not allowed at any City facility.
- Vehicles are only permitted on facility grounds only to unload, otherwise parking on City grounds is prohibited.
- City equipment shall not be removed from any City facility.
- Cooking is not permitted indoors at any City facility, only prepared foods are permitted inside.
- Kitchen facility is not available for use.

**APPLICANT'S RESPONSIBILITIES**

- Conduct a "walk through" of facility with staff prior to the reservation, and sign off the facility checklist.
- See that all decorations and balloons are removed.
- Place all trash and recyclables in appropriate containers.
- Wipe down tables and chairs, sweep and mop as necessary.
- Conduct a "walk through" of facility with staff following the reservation, and ensure all areas are clean and undamaged.

**ALL ACTIVITY SHALL CEASE AT 10:00 PM. FACILITY MUST BE THOROUGHLY CLEANED AND VACATED.**

- Applicant shall not falsify any information on the Facility Rental Application and Agreement. The penalty for false information shall be forfeiture of rental fees and security deposit.

**STAFF RESPONSIBILITIES**

- Staff will conduct a "walk through" with applicant prior to and after the reservation time to review the condition of the facility.
- The staff person will open the facility at the start of the applicant's reservation time. Applicant is to call on the staff person assigned to the reservation for assistance or questions.
- Staff is additionally responsible for making sure renter performs appropriate clean up of the facility including: Putting away tables, chairs, and any City equipment used after the applicant has cleaned them.

*The undersigned hereby releases, waives, discharges and covenants not to sue the City of Artesia, its officers, employees, and agents (hereinafter referred to as "releasees") from liability to the undersigned, their personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releases or otherwise while the undersigned is in, upon, or about the premises of the City of Artesia and/or observing or using the premises or any facilities or equipment therein.*

*I, the undersigned applicant, agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Artesia. 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**

\_\_\_\_\_  
**Staff's Signature**