



City of La Puente – Recreation Services Department Community Center and Youth Learning Activity Center Facility Reservation Rules and Regulations

APPLICANT PROCESS

An application for permission to use the facilities at the Community Center (CC) and Youth Learning Activity Center (YLAC) must be submitted by all applicants for all uses. Applications may be obtained for use of the facilities at the YLAC during the normal hours of operations. An application to use facilities shall be made in writing on the form provided. All applications will be reviewed by the Recreation Services Director. **Please do not advertise your event or order/print any invitations prior to receiving approval from the Director.** Applicants must make an appointment in advance during regular business hours to schedule setup/tour of the facilities.

In order to rent a facility, an applicant must:

- Complete a Facility Rental Application and Agreement in advance.
- Return the completed application to the Youth Learning Activity Center along with:
 - Valid California Drivers License or California I.D.
 - Signed Facility Rules and Regulations Form
 - Signed Cancellation Policy

These policies are strictly enforced.

ADVANCE RESERVATION(S)

Reservations will need to be made at least two (2) weeks in advance. Applications may be submitted for the use of the facilities up to one (1) year in advance for resident non-profit organizations, residents, and La Puente commercial businesses. Reservations for non-La Puente, non-profit organizations, residents, and commercial business can only be made six (6) months in advance. Reservations shall be made on a first-come, first-serve basis. **Reservations are not confirmed until a copy of the application is signed and returned with approval, fees and deposits paid, and any additional requirements (insurance, etc.) are completed.**

APPROVAL

Applicant will be notified of approval/denial by letter no later than fourteen (14) working days after submittal of application. The Recreation Services Director reserves the right to deny applications for certain types of events.

REVOKED OR DENIED APPLICATIONS

An application may be revoked/or denied at any time under any of the following circumstances:

- If the application is found to contain false or misleading information.
- Should an individual or group, member or guest, willfully or through gross negligence or improper use, mistreat the equipment or facilities or violate any of the regulations during a prior reservation.
- If approval of application would constitute a monopoly of use by any individual or group.

Reservations for groups meeting on a recurring basis may be cancelled in favor of programs sponsored or conducted by the City at anytime. The City will make every effort to provide ample notice. If an accidental conflict in scheduling reservations occurs or an urgent City need arises requiring the use of the facility, every attempt will be made to relocate the applicant.

DEPOSITS

Upon approval of an application to use the facilities, the full security deposit shall be due within seven (7) working days (see attached chart) or applicant may forfeit use of the facility. A portion of this deposit is non-refundable if the applicant cancels the reservation. For more details, please refer to the cancellation policy. Refund of security deposit will take approximately four (4) weeks from the reservation date, if there were no problems with the reservation.

Facility deposits will be utilized to secure the facility and will be used for any necessary cleaning/damage incurred from the event. The applicant shall be responsible for the condition of the facility used. In cases where property has been damaged or abused, the cost of repair or replacement will be charged to the applicant by withholding facility deposit fees. Any additional charges over the deposits must be paid within five (5) working days once notified of such changes. Failure to do so may result in suspended usage and steps taken to collect fees. Any usage beyond the agreement will be deducted from deposits.

FEES

Applicants shall be charged for use of facilities, according to the established fee chart in effect at the time of approval (see attached chart). Rental fee includes tables and chairs. Rental fee balances will be due within twenty (20) calendar days of approval or applicant may forfeit use of the facility use. Checks should be made payable to the City of La Puente. All applicants renting within twenty (20) calendar days of events may be required to pay full fees and deposits at time of booking with cash, money order, or check.

In addition to the base rate for the use of facilities, additional fees shall be assessed as follows:

- Insurance
- Additional facility attendants

CANCELLATION/NO SHOWS

In the event that a reservation is to be cancelled by the applicant, the appropriate City representative must be notified twenty (20) calendar days prior to the reservation.

- A \$100 fee will be charged on all cancellations within twenty (20) days of the event.
- A \$50 fee will be charged on all cancellations after receiving the deposit and twenty-one (21) days or more before the event.
- The applicant must appear within thirty (30) minutes of the time specified or reservation will be cancelled and all fees forfeited. Unless prior approval is given by a City representative.
- All no-show reservations will be charged the full rental amount plus staff costs. Deposits will be refunded once all fees are covered.
- Excessive cancellations or no shows may result in further penalties up to and including termination of agreement.

ALCOHOL

Per the La Puente Municipal Code the possession and/or use of alcohol within any public building or parking lot adjacent thereto, or within any public park or public parking lot within or adjacent thereto, is prohibited.

INSURANCE

Insurance is required for all reservations. Such insurance shall be in the amount of not less than one million dollars (\$1,000,000.00) for bodily injury, personal injury and property damage, or any other amount that staff deems appropriate for the use requested. Before any such required insurance event the applicant shall obtain and file with the Human Resources/Risk Management Department a certificate of insurance with an additional insured endorsement naming the City of La Puente as additional insured.

The City must receive the insurance certificate and endorsement ten (10) days prior to the rental. Additional insurance may be requested as deemed appropriate.

Insurance certificates can be purchased through the City of La Puente at a cost based on type of event, attendance, etc. The insurance certificate will be issued by the City's insurance provider. Once insurance certificates are purchased they become nonrefundable.

DECORATIONS

- The use of candles, open flames, smoke, or fog machines are strictly prohibited. Applicant may be liable for Fire Department charges for false alarms.
- Decorations may not be placed on walls, glass, windows, or doors, unless approved by a City representative.
- Decorations cannot be hung or suspended from ceilings, drapes, or other city structure, unless approved by a City representative.
- Staples or tape may NOT be used on any surfaces, walls, glass, tables, windows, or doors.
- No rice, confetti, glitter, or birdseed may be used.
- All decorations must be removed prior to leaving. The City of La Puente will not be responsible for decorations or equipment left behind.

KITCHEN/KITCHENETTE USE CONDITIONS

- Kitchens shall not be opened for any group unless specific written approval is granted and the kitchen rental fees are paid.
- A Recreation Services Department employee must have access to the kitchen when it is used as a cooking facility.
- Groups requesting use of the kitchen for a catered meal must secure their own caterer.
- The applicant shall be responsible for any damage to kitchen and dining equipment caused by caterers or other persons.
- Applicants using the kitchen shall furnish dishes, silverware, cooking utensils, all paper products, towel, soap, etc.
- It shall be the applicant's responsibility to leave the kitchen entirely clean.

FACILITY ATTENDANT

In the event that extra personnel are required to be on duty during certain functions, the rental group will be required to pay the additional attendant charges (see the fee chart). The number of staff required will be at the discretion of the authorized City representative. City staff shall have full access to all activities in order to ensure that all rules, regulations, and city and state laws are being observed. Some factors that may warrant extra staff are as follows:

- Events needing technical assistance
- Events where excessive cleanup will be required

DAY OF EVENT

Doors will open at the stated time. Only the “stated time” on the application will be granted for decorating/activity/and clean up. “Ending time” is when the facility must be vacated for the purposes of clean up. Additional hours may not be purchased on the day of the reservation.

RULES AND REGULATIONS

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed:

1. All persons or organizations using a facility must abide by all municipal, state, and federal laws and regulations.
2. The City of La Puente is not responsible for accidents, injury, or loss of personal property. The applicant granted use of the facility will be held responsible for any injury, loss, or damage resulting from such use.
3. Without special permission, facilities will be closed and unavailable prior to 8:00 a.m. or beyond 1:00 a.m. and the following holidays: New Year’s Eve, New Year’s Day, Memorial Day, July 3, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
4. The City of La Puente or the Recreation Services Department reserves the right to close facilities during normal business hours.
5. Applicant is required to have no less than one adult chaperone for each twelve (12) minors present during use of City facilities. Sheriff’s supervision may be required.
6. No commercial advertising shall be exhibited. Event advertisement will only be allowed the day of the event and must have prior approval. No solicitation or sales shall be made in the facility or on the grounds without prior approval. If approved, a City of La Puente business license may be required.
7. 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 Recreation Services Department.
8. Unruly behavior such as, but not limited to, shouting, running, quarreling, fighting, and profane language including any conduct that interferes with the use of the facilities by others, or with the functioning of staff are prohibited and subject one to removal from the facility. Possession, under the influence, or use of alcohol or drugs is prohibited. Betting and/or other forms of gambling shall not be allowed. The use of alcohol will be restricted to the current alcohol policy.
9. Skateboards, scooters, rollerblades, and bikes are not allowed in the facilities.
10. Applicants using the facilities for dancing shall not use any wax or other preparation on the floor.
11. No bathing in the restrooms. No sleeping in the facilities. No loitering in or around the facilities. Personal hygiene and cleanliness is very important to us. Persons having offensive odors will be asked to leave.
12. Supplies, or equipment such as tables, chairs, dishes, silverware, cooking utensils, etc. shall not be removed from the facility to which assigned.
13. Persons in attendance shall restrict their activities to those facilities or portions thereof, which their application entitles them. Applicant is responsible for damages as a result of their attended guests.
14. The City will not be held responsible for loss, damage, or theft of any equipment or personal articles owned, leased, or rented by people using the facilities or left behind at the conclusion of their event.
15. The applicant may not store any equipment in the facility prior to or after the approved period of use without prior approval. Any equipment left in the facility without approval will be subject to rental fees.

16. Upon conclusion of their activities, applicants must leave the facilities in the same condition as found including the disposal of excessive trash. Such condition is to be determined by the authorized City representative.
17. City staff will control all heating, air conditioning, lighting, sound, public address system, and any other electrical or mechanical system(s) in the facilities. Applicant may make requests to the City staff for any adjustments.
18. City staff reserves the right to monitor and maintain volume control of any amplified items.
19. All requests for the waiver of fees will need prior approval from the City Council. A request to waive fees must include: Submitted request at least sixty (60) days prior to the event, name of applicant, date and time of event, purpose of rental, explanation of the event, the facility, equipment, and amenities being requested, and how the funds saved or gained will be used.
20. Pets or other animals are not permitted on the premises, except for service animals, without prior approval.
21. Smoking inside or within twenty (20) feet of City facilities is prohibited.

APPLICANT'S RESPONSIBILITIES

- Conduct a "walk through" facility with staff prior to reservation and sign off facility checklist.
- See that all decorations are removed.
- Place all trash and recyclables in appropriate containers.
- Wipe down tables, chairs, and kitchen facilities used.
- Conduct a "walk through" facility with staff following reservation and sign off facility checklist.

ALL ACTIVITY SHALL CEASE AT 12:00 A.M. FACILITY MUST BE THOROUGHLY CLEANED AND VACATED NO LATER THAN 1:00 A.M.

Applicant shall not falsify any information on the application for facility use. The penalty for false information shall be forfeiture of room rental fees and security deposits.

Applicant shall not practice or tolerate any discrimination because of race, color or creed in the use of the public facilities covered by the Permit.

STAFF RESPONSIBILITIES

- Staff will conduct a "walk through" with applicant prior to and after reservation time to review the condition of the facility.
- The staff person will open the facility at the start of your reservation time. Feel free to call on the staff person assigned to your reservation for assistance or questions.
- Staff is additionally responsible for the clean-up of the facility including: put away chairs, tables, and any City equipment used, after the applicant has cleaned them; sweep or vacuum as necessary; and remove garbage to dumpsters.

I, the undersigned applicant, agree to abide and enforce the rules, regulations, and policies governing this facility, as set forth by the City of La Puente. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment, or ground 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