



FACILITY RESERVATION RULES AND REGULATIONS

City of Baldwin Park • Recreation and Community Services

Applicant agrees to abide by the Rules and Regulations governing the use of City facilities administered by the Department of Recreation & Community Services.

Initial

APPLICATION PROCESS

Proof of Baldwin Park residency is required at time of application. A current driver's license or identification card issued by the Department of Motor Vehicles is the only acceptable proof. No exceptions.

There will be a \$25 processing fee for all approved applications.

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APPROVAL

The approval process takes a maximum of five (5) working days. The Department Administration will review applications and notify the applicant. Please do not advertise your event or order/print any invitations prior to receiving written approval.

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SECURITY

Large events held at the Julia McNeill Senior Center Hall or Arts and Recreation Center will require a minimum of one security guard for the complete duration of the event. Events in which alcohol will be served will require two security guards. All security guards will be hired by the City at a fixed rate of \$25.00 per hour per guard.

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ALCOHOL

- Security is required where alcohol is being served.
- Applicant must designate the person(s) who will serve alcohol from the bar (no self-serve) and will refrain from drinking.
- Alcohol may only be served to those who are 21 years of age or older.
- The applicant is responsible to ensure any guests over the age of 21 are clearly identified with wristbands, stamp, or other form of verification.
- The serving of alcohol at any reservation shall be limited to a maximum of six (6) consecutive hours.
- Applicant must decide the time frame for the serving of alcohol and note it on the application.
- Alcohol may not be served once the time frame has expired.
- Selling of alcohol will require an ABC permit.

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CONDUCT

- Applicant shall ensure that no profane language or other 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.

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DATE OF EVENT

- PERMIT WILL BE CANCELLED AND ALL FEES FORFEITED IF THE APPLICANT ARRIVES THIRTY (30) MINUTES **AFTER START TIME** SPECIFIED.
- Doors will open at stated time.
- Only the "time stated" on application will be granted for decorating, the event, and clean up. Additional hours may not be purchased on the day of the reservation.
- The event "end time" is when all guests must vacate the building for the purpose of clean up.

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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.
- Decorations cannot be hung or suspended from ceilings, drapes, or other City structures.
- Staples, tacks, pins, or tape may NOT be used on any surfaces including walls, glass, tables, windows, or doors.
- Rice, rose petals, glitter, or birdseed may not be used.
- All reservation decorations must be removed by applicant at the conclusion of the event. The City of Baldwin Park will not be responsible for remaining equipment or supplies.

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FEES & CANCELLATIONS

- The balance of room rental fees shall be paid one (1) full month prior to event. Failure to pay fees as scheduled will result in cancellation of the event.
- Reservations cancelled 30-89 days or more prior to the event will receive a refund of fees minus \$100.
- Reservations cancelled 29 days or less prior to the event will receive a refund of fees minus \$500 or amount of rental fee deposit, whichever is less.

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DEPOSIT PROCEDURES

- Upon approval of an application, the full security deposit shall be due within seven (7) working days.
- Refund of security deposit 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.

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SMOKING

All City facilities and parks are non-smoking (Baldwin Park Municipal Code Section 38.17). Violation of this regulation will result in immediate cancellation of the reservation with no refund of fees and be subject to citation.

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OTHER RULES

- **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 Director of Recreation and Community Services.**
- 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.
- Outside cooking apparatuses must be pre-approved.

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, chairs, and kitchen facilities used.
- Conduct a "walk through" of facility with staff following the reservation, and sign off the 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 Facility Rental Application and Agreement. The penalty for false information shall be forfeiture of room 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 clean up of the facility including: Putting away tables, chairs, and any City equipment used after the applicant has cleaned them; sweeping and mopping as necessary.

The undersigned hereby releases, waives, discharges and covenants not to sue the City of Baldwin Park, its officers, employees, and agents (hereinafter referred to as "releasees") from liability to the undersigned, his 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 Baldwin Park, 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 Baldwin Park. 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