

**CITY OF MONTEBELLO
DEPARTMENT OF PARKS AND RECREATION
1600 W. BEVERLY BOULEVARD, MONTEBELLO, CA 90640, (323) 887-4540
FACILITY USE APPLICATION & AGREEMENT**

Facility: _____ Date Received: _____ Staff Initials: _____

Date(s) From: _____ to _____ Hours: Between: _____ to _____

Set-up Time: _____ to _____ Day(s) of the Week: _____

Event Type: _____ Estimated Attendance: Adults: _____ Children: _____

Set-up and clean-up is done within the time frame of your rental.

Organization Name: _____ 501C3 #: _____ Phone #: _____

Organization Address: _____

Tobacco Products are prohibited in or around city facilities.

Applicant's Name: _____ Cell #: _____

Applicant's Address: _____ Work #: _____

Event open to public? Yes No Admission Fee? Yes No

What will proceeds be used for? _____

How many anticipated number of Montebello residents at your event? _____

Are you requesting permission to serve or consume alcoholic beverages during your activity? Yes No

(For Taylor Ranch Senior Citizens Center and City Park Patio Activity Area Only.)

Will alcoholic beverages be sold? Yes No

I, the undersigned, on behalf of the above mentioned organization, do hereby agree that we will abide by the policies governing the use of this facility as set forth on the policies provided to me (M.C. Sections 4300, 4301, 4302, 4304, 4223, 4303, 8600, 8601, 8602, 8603, 8604).

I accept responsibility for any damages to the facility, furniture or equipment caused by the occupants of said premises by our organization. I understand that the City reserves the right to cancel or postpone any group or organization using said facilities when City activities and programs warrant the change, and accept the cost of all expenses incurred as a result of such change. I also agree to hold the City of Montebello and its employees free and harmless from any and all liability for claims and damages by reason of any injury to any person or persons, or to property of any kind, arising out of the use of such facilities, regardless of whether a claim is made that the City or its employees are jointly responsible therefore.

Signed by: _____ Date: _____

(FOR OFFICE USE ONLY)

Date Approved: _____ Not Approved: _____

Note: _____

Facility Use Fee:		Hrs. x _____	Per Hour = \$ _____	
Staff Fee:	# of Staff x _____	Hrs. x \$15	Per Hour = \$ _____	
Security Fee:	# of Rangers x _____	Hrs. x \$25	Per Ranger/Per Hour = \$ _____	
Cleaning Fee:			= \$ _____	
Refundable Damage Deposit:			= \$ 250.00	
Damage Cost: Labor	_____	and Materials	_____	= \$ _____
			Balance Due	= \$ _____

Processed By: _____ Date: _____ Receipt #/Amount _____

GENERAL INFORMATION

When a recreational facility is not needed for recreation or community services activities and has not otherwise been set aside for general public use, a civic or community organization shall have the opportunity to use said facility.

Facility use agreements are issued in accordance with the policies established by City Council Resolution and the Division of Parks & Recreation.

Only applications signed by the civic or community organization's president and/or presiding officer will be reviewed. The president/presiding officer shall be of legal age.

Applications must be received 15 working days and no more than 12 months in advance of activity date. Permits may be revoked if there is a conflict with Department use or an unsafe condition; however, the Department will attempt to provide timely notice. Permits may be revoked and/or future applications denied if there is any abuse or damage to City facilities or equipment or any violation of the Montebello Municipal Code.

The City reserves the right to require the presence of additional staff and/or security guards. If it becomes necessary for the Police Department to respond to facility because of disturbances caused at your event, you will be liable for all additional fees.

Events held in community centers shall be no longer than six (6) hours in duration and shall conclude no later than 12 a.m. (midnight). All clean-up and removal of supplies, decoration and equipment shall be completed within 30 minutes following the conclusion of the event. There is a 5 hour max on rentals where alcohol is being provided or served. Applicant must show up within first hour of rental or event will be cancelled.

Events open to the public must adhere to the Americans with Disabilities Act.

City staff has the authority to request any person(s) to leave the facility premises if they are in violation of any city rule or regulation as defined in the Montebello Municipal Code Section, 12.24.240.

FEES, REFUNDABLE DAMAGE AND SECURITY

Fees are paid to ensure proper clean-up and to cover the cost or any replacement, repairs, damage or loss to facilities or property.

The applicant shall also be required to pay the full cost of materials, labor, replacement, repairs or damages, over and above the refundable damage fee regardless of the amount. If damages occur and are less than the amount of the refundable damage fee, the difference shall be refunded.

The Refundable Damage fee will be refunded within six to eight weeks. It is the responsibility of the applicant to check with staff to make sure that all conditions of the agreement regarding clean-up, any possible damages and scheduled usage time have met with acceptable standards as established by the City.

Once approved, the applicant has seven (7) days to pay deposit after receiving the notice of application approval. If fees are not paid within 7 days, the facility use request will be cancelled.

The City may require the presence of security officers. The amount of security personnel needed shall be determined at time of application.

ALCOHOLIC BEVERAGES

Consumption or possession of alcohol on City recreational facilities are forbidden by Montebello Municipal Code Section 12.24.100.

If alcohol is permitted at the facility requested, the following policies must be observed:

- The person or people serving alcohol must be designated and identified to City staff and security officers. Liquor sales or service must stop one-half (1/2) hour before the event ends. Alcoholic beverages are only permitted at the Senior Center & Patio Activity Area.
- Alcoholic beverages shall not be served in glass containers.
- The applicant shall ensure that persons under 21 years of age are not served or consume alcoholic beverages. If any person under 21 years of age is found consuming alcoholic beverages or if guests become intoxicated, City staff reserves the right to discontinue alcoholic beverage service or terminate the event with no refund to the Applicant.

Organizations who desire to sell liquor must obtain a one-day liquor license from the Alcoholic Beverage Control (ABC). A letter from the Director of Municipal Services must be obtained prior to obtaining a one-day liquor license from ABC. Said permit must be posted on a wall outside the kitchen during the event.

The following is **prohibited** unless granted by the Director of Municipal Services:

- Use of tacks, nails, screws or duct tape. (SW Building – Masking tape is allowed)/(Main building – Scotch Tape is allowed)
- Storage of supplies or equipment.
- Animals other than those assisting the disabled.
- Advertisements, petitions, solicitations or profit-making activities.
- Unreasonable amplifying equipment or smoking or bubble machines.
- Parking and/or driving cars on park grounds other than parking lots.

As a condition of facility use, all organizations agree to:

- Be responsible for the behavior of those participating in or attending applicant's event.
- Consult with City staff before placing decorations or moving City property.
- Vacate the facility at the close of the contracted activity period.

"My signature indicates that I have read, understand and agree to abide by the rules for the use of City facilities as written above."

Applicant's Signature _____

Date _____