

AGREEMENT AND APPLICATION FOR FACILITY USE

3130 N. Tyler Avenue, El Monte, CA 91731 | Phone: (626) 580-2200 | FAX: (626) 580-2237

PRINT CLEARLY OR TYPE

Please complete the following application, read the rules on the back page, and sign agreement.

1. EVENT DATE(S) REQUESTED: ACTUAL TIME OF EVENT: ACTIVITY TIME NEEDED (Include set up time):

2. FACILITY LOCATION: ROOM(S):

3. PURPOSE OR NATURE OF USE:

4. WILL THERE BE ENTERTAINMENT? YES NO WILL ALCOHOL BE SERVED/SOLD? YES NO

Only El Monte Nonprofit Groups are eligible to sell alcohol. Other groups and private parties may serve wine, beer and champagne with restrictions. In order to obtain approval to serve alcohol, an Alcohol Use permit must be submitted a minimum of 8 weeks in advance along with this application.

5. Total Attendance (Max. dining capacity for CC Aud. is 300) Adults Children

6. REQUESTING KITCHEN USE REQUESTING KITCHEN SUPERVISOR TIME:

A Kitchen Supervisor is required at any event where kitchen supplies or equipment will be used. Kitchen supervisor fees will be included in the facility use confirmation. Will a caterer be cooking outside (Grill/BBQ)? YES NO \$200 cleaning deposit is required.

7. REVENUE: ADMISSION CHARGE: Yes No AMOUNT PER PERSON

8. ROOM PREPARATION / DECORATION: Please note that decorations require prior approval. Crepe paper cannot be used in facility. Signs or decorations are not to be taped, nailed or otherwise attached to walls, windows, ceilings, or drapes.)

ADDITIONAL REHEARSAL/ PREPARATION: Day and time: Additional fees

9. EQUIPMENT NEEDED: P.A. System/Podium Stage Number of Chairs Number of Tables

Please Note: The buildings do not have Wi-Fi. All tables used to serve food must be covered with tablecloths. You must receive prior approval to bring outside equipment such as (lights, photo booth, etc.).

A USE FEE WILL BE CHARGED FOR THE FOLLOWING:

Projector & Screen Coffee Pot(s) 50-cup 100-cup Bar Patio for seating /serving food

*Stage performances will include

HOLD HARMLESS AGREEMENT

I hereby certify that I have carefully read and will abide by the rules and regulations as well as all other City Ordinances printed on the back of this application, and in signing this application, I hereby agree that I, and the organization I represent, shall hold the City of El Monte and its agents and employees free and harmless from any liability or damage which may arise from our use of City facilities. I further agree to promptly reimburse the City of El Monte for any cleanup, loss or damage to City property resulting from this use.

10. NAME OF GROUP, ORGANIZATION OR INDIVIDUAL USING FACILITY:

NON PROFIT I.D. # (Non Profit groups, please attach determination letter from the IRS/FSTB)

Will this event be opened to the public? YES NO

AUTHORIZED ADULT REPRESENTATIVE: TITLE:

ADDRESS HOME/WORK PHONE:

CELL PHONE:

EMAIL :

SIGNATURE: DATE:

Application must be submitted to the Parks and Recreation Office in order to be reviewed. Div. Mgr. Approval

***** OFFICE USE ONLY *****

RENTAL:

- (1)CC Sm. Aud. \$ (2)CC Lg. Aud. \$ (2)CC Room # \$ (3)Park Site \$ (4) Kitchen use/supervisor \$ (5)Equipment \$ (Coffee pots, projectors, bases, etc.)

- (6)Bar serving charge \$ (7) Off-hour coverage @ \$ (8) Full-Time Maintenance coverage hrs. @ \$ /hr. \$ (9)Cleaning Fee \$ (10)Field Prep /Use \$ (11)Energy/Light Use \$

SCHEDULE NO.

- (12)Log Cabin \$ (13)Gymnasium Use \$ (14)Sr. Ctr. Room # \$ (15)Pool Rental \$ (16) Aquatic Room # \$ (17)Special Facility Use \$

TOTAL FEE \$

Payment deposited in Acct. #

Special Requirements (X) ABC Permit Rental Deposit Non Profit I.D. Insurance Certificate Room(s) Set-up By: By: By: By: By:

Security Required - Separate fee will be assessed

RULES GOVERNING USE OF FACILITIES

1. A Use Permit will become valid when payment is made to the El Monte Parks, Recreation and Community Services Department, 3130 North Tyler Avenue, El Monte. No permit will be granted to minors. Facility bookings will not be confirmed until payment is received, unless prior arrangements have been made.
2. **Cancellation of any facility booking is subject to forfeit of deposit. Cancellation of any facility reservation without prior notification is subject to the forfeit of fees and deposit. Reservations may be cancelled by applicant and fees returned, (less a \$30 processing fee) up to 60 calendar days prior to event. Deposits are non-refundable. Initial:_____**
3. When Liability Insurance is required, it must be presented to the Parks, Recreation and Community Services Department by said due date.
4. The Parks, Recreation and Community Services Director has the right to set time, place and manner of activities in said facilities under jurisdiction of the City of El Monte. The City reserves the right to require security whenever it is deemed appropriate.
5. **No intoxicating beverages or controlled substances shall be permitted on any City property, with the exception of El Monte Municipal Code Ordinance No. 9.12.010.**
6. Illegal Activities shall not be permitted. All groups or individuals using the facility shall comply with City, County, State and Federal laws. Fighting, gambling and lewd conduct are prohibited.
7. City staff shall be responsible for enforcement of all policies, rules, and regulations. Staff shall have the authority to deny or terminate the use of the facility, if staff determines that the use does not conform to the requirements of the facility use policies and regulations and/or may cause damage to the facility. Under such circumstances, no deposits and/or fee(s) previously paid by the applicant shall be returned.
8. No advertisements, circulation of petitions, solicitations, nor charges will be allowed without written approval from the Parks, Recreation and Community Services Department.
9. Activities for minors must be supervised by responsible adults on the ratio of one adult for every eight minors. Additional staffing/security is required for events where children will be present.
10. A Kitchen Supervisor is required anytime kitchen equipment or supplies are being utilized. Kitchen supervisor fees will be included in the facility use confirmation. Outside grilling/BBQ requires a \$200 cleaning deposit which is refundable if area is left clean without grease spillage etc.
11. Use of outside equipment and/or decorations requires prior approval. No signs or decorations are to be taped, nailed or otherwise attached to walls, windows, ceilings, or drapes. No crepe paper. Decorations must be fireproof. No rice, birdseed, silly string, or other similar items shall be thrown in or around the facility.
12. City furnishings and equipment may not be removed from City facilities. Planos may not be moved from assigned areas.
13. Basic clean up is the user's responsibility. Clean up includes the clearing off of tabletops, removing all trash from floors, disposing of all trash into proper receptacles and clean up of all spillage in refrigerators/freezers.
14. No storage of private property is permitted on City grounds or facilities.
15. In the event of damage, destruction or defacement, the applicant shall be liable for all expenses required to repair, restore, or replace the facility, its furnishings, or equipment to its original condition.
16. **No smoking allowed in city facilities.**

I have read the above rules governing the use of facilities and agree to abide by them.

Signature

DATE