

CITY OF LOS ALAMITOS

Community Facility and Park Shelter Use Policy

Community facilities, which include a large multipurpose room, a medium activity room, a small activity room, meeting room, and craft room, are provided for the use of City sponsored activities, community based organizations, non-profit organizations, private individuals and commercial groups. We ask that you take a few minutes to read the following information to assist you in utilizing these facilities. If you have any questions, please call the Recreation and Community Services Department office: (562) 430-1073.

Priority Use and Rental Categories

Priority of use for Recreation & Community Services facilities is as follows:

- I. CIVIC: City sponsored Recreation and Community Services Department activities followed by Los Alamitos Unified School District functions.
- II. COMMUNITY BASED OR NON-PROFIT GROUPS (501(c)(3) only): Organizations within Los Alamitos Unified School District boundaries followed by defined organizations outside the district boundaries.
- III. PRIVATE: Resident individuals followed by non-resident individuals.
- IV. COMMERCIAL: Businesses and profit-making organizations, and politically affiliated organizations.

Groups or individuals may, upon request, be required to provide a current roster of members or guest list, complete with addresses.

Policy and Procedures for Community Center Rentals

A FACILITY USE APPLICATION provided by the City of Los Alamitos Recreation and Community Services Department shall be submitted and accompanied by a non-refundable \$25.00 processing fee. (Processing fee is applied to total rental fees).

- Application must be received a minimum of ten (10) calendar days prior to requested use date, and will be accepted up to twelve (12) months in advance.
- Applicants will receive a written response within five (5) working days of receipt of application.
- Requests shall not be approved for a period exceeding three (3) months.
- No group shall be permitted more than once a week usage unless a special allowance is granted by the Director of Recreation and Community Services.

Application Process

- Payment of fees: A \$25 non-refundable deposit must be paid at the time user's application is submitted.

Once approved, balance of fees and set-up diagram (if needed) are due thirty (30) days prior to scheduled activity date.

Refer to pages five (5) and six (6) for Fee and Deposit Schedule.

- Individual signing the Facility Use Application and/or person in charge of event must be present with a copy of approved application before user group will be admitted to facility.
- Cancellation: Cancellation shall be made no less than thirty (30) days prior to scheduled event in order to avoid any loss of the paid security deposit.

Any reservation may be cancelled by the City with written notice for use by City sponsored program. In the event of such a cancellation, notice shall be given as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

Facility Rules and Regulations

GENERAL: Please confine group(s) to area(s) designated on contract. Please report any problems to Community Center staff.

DECORATING: No objects are to be suspended or attached to ceiling, walls, windows or blackboards. No type of nails, staples, tape, etc., will be permitted on ceilings, walls, windows or blackboard. No candles, glitter, or helium balloons are allowed in the facility. It is suggested that the patron concentrate on table and portable room decorations. **Failure to adhere to these policies will result in forfeiture of entire security deposit.**

CLEAN-UP: Clean-up is the patron's responsibility. This includes: Wiping of table tops; ensuring chairs are clean; removing all refuse from floors; disposing of all refuse from floors; wiping of counter tops and kitchen equipment; cleaning up any spillage in refrigerator and removal of all supplies. **If clean-up is not accomplished at an acceptable standard, patron's entire security deposit will be forfeited.**

SECURITY: The presence of security officers is required at any event where the numbers of guests exceed one hundred (100). Events with less than one hundred guests may also be required to contract for security guard service at the discretion of the Director of Recreation and Community Services. It is the patron's responsibility to contract independently for

such services. Service is to be provided from an approved list of security service agencies available in the Community Center office. Written proof of contract for security must be provided no later than one week prior to scheduled event. Ratio of security guards to guests is dependent upon the nature of the event, and shall be determined by the Director of Recreation and Community Services. Any event serving alcohol will be required to have at least one (1) security guard.

MINORS: All persons under eighteen (18) years of age are minors. Events where the majority of attendees are minors must be chaperoned in the ratio of one adult for every fifteen minors. If alcohol is served in the presence of minors, **FULL** supervision must be adhered to.

INSURANCE: Patrons shall be required to purchase an insurance policy naming the City of Los Alamitos as the additionally insured, which includes coverage for host liquor liability, if applicable, as well as public liability and property damage to the limit of \$1,000,000. Patron may either purchase said insurance privately or through the carrier made available through the City of Los Alamitos. Insurance purchased through the Community Center is available at various rates, dependent upon the purpose of the scheduled event and the number of guests attending.

ALCOHOL: Alcohol refers to any beverage that contains any alcohol. Use of alcohol will be permitted in the Community Center only.

Use of alcoholic beverages must be on the application form at the time facility use is requested. The Director of Recreation and Community Services and the Chief of Police will review the application for approval/disapproval. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State law, City Ordinance and Community Center Policy. Additional liquor liability insurance is required for all events where alcohol beverages are available (see INSURANCE above).

If alcohol is to be sold or donations accepted, an A.B.C. permit must be obtained and a copy of same provided to the City of Los Alamitos at least one week prior to scheduled event. The Alcohol Beverage Control License may be obtained at:

605 W. Santa Ana Blvd., Bldg. #28, Suite 369
Santa Ana, Ca 92701
Telephone: (714) 558-4101

Alcoholic beverages may not be sold or consumed by minors under the age of twenty one (21) years of age.

Facility Capacities

	<u>Banquet Capacity</u>	<u>Assembly Capacity</u>
Small Activity Room	60	100
Medium Activity Room	110	170
Large Activity Room	175	200
Craft Room	None	75
Meeting Room	None	20

Fees and Deposit Schedule

- I. CIVIC: City sponsored Recreation and Community Services Department activities followed by Los Alamitos Unified School District functions.
- II. COMMUNITY BASED OR NON-PROFIT GROUPS (501(c)(3) only: Organizations within Los Alamitos Unified School District boundaries followed by defined organizations outside the district boundaries.
 - Facility fees are not applicable for Community Based Organizations utilizing facilities Monday – Thursday evenings for board or general membership meetings, or registration activities. (Limited to one (1) per month with no fees)
- III. PRIVATE: Resident individuals followed by non-resident individuals.
- IV. COMMERCIAL: Businesses and profit-making organizations, and politically affiliated organizations.

Facility Fees (Hourly, including set-up and take-down time)

<u>Category</u>	<u>Facility</u>	<u>Cost per hour</u> (Normal Hours)	<u>Cost Per Hour</u> (Extended Hours)
Category II.	Small Activity Room (1,200sq.ft.)	\$ 30.00	\$ 45.00
	Medium Activity Room (2,400 sq.ft.)	\$ 40.00	\$ 55.00
	Large Activity Room (3,600 sq. ft.)	\$ 40.00	\$ 55.00
	Craft Room	\$ 30.00	\$ 45.00
	Meeting Room	\$ 25.00	\$ 40.00
Category III.	Small Activity Room (1,200sq.ft.)	\$ 45.00	\$ 60.00
	Medium Activity Room (2,400 sq.ft.)	\$ 65.00	\$ 80.00
	Large Activity Room (3,600 sq. ft.)	\$ 85.00	\$ 100.00
	Craft Room	\$ 45.00	\$ 60.00
	Meeting Room	\$ 30.00	\$ 45.00

Category IV.	Small Activity Room (1,200sq.ft.)	\$ 80.00	\$ 95.00
	Medium Activity Room (2,400 sq.ft.)	\$105.00	\$120.00
	Large Activity Room (3,600 sq. ft.)	\$130.00	\$145.00
	Craft Room	\$ 80.00	\$ 95.00
	Meeting Room	\$ 50.00	\$ 65.00

Assessment of Fees: Normal Operating Hours are defined as Monday through Thursday, 8 am to 5 pm, and Friday, 8 am to 4 pm.

Extended Operating Hours are defined as Friday, 4 pm to 11 pm, and Saturday and Sunday, 8 am to 11 pm.

Additional Fees: Kitchen Use \$40.00/event
Set Up and Tear-down (by Center Staff) \$25/hour add'l
(PLEASE NOTE THAT SET-UP/TEAR-DOWN APPLIES TO TABLES AND CHAIRS ONLY)

Security Deposits: (Refundable after the event)

<u>Facility</u>	<u>Room</u>	<u>With Alcohol</u>
Small Activity Room	\$100.00	\$200.00
Medium Activity Room	\$150.00	\$250.00
Large Activity Room	\$150.00	\$250.00
Crafts Room	\$100.00	- 0 -
Meeting Room	\$ 50.00	- 0 -

All security deposits are in addition to rental fees and are refundable after the rental provided the user is out of the building on time, clean-up has been done properly, and there has been no damage to furniture or fixtures. (A LIST OF ALL REQUIREMENTS ARE AVAILABLE AT TIME OF RESERVATION)

If any loss or damage occurs to equipment, facilities or sites, an appropriate amount to cover damage and/or replacement costs will be withheld from the deposit with the balance returned to the user.

All fees are subject to change.

POLICY AND PROCEDURE FOR PICNIC SHELTER RENTALS

Shelter #1 (Large)

Covered Picnic Shelter with 6 Tables and Barbeques

Fees: \$35 for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during the summer months).

\$70 for 5+ hours (any 5 hours of your choice year round)

Shelter #2 (Small)

Covered Picnic Shelter with 2 Tables

Fees: \$25 for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during the summer months).

\$50 for 5+ hours

(Reservations will not be taken for most major holidays, therefore the use of shelters will be on a first-come, first-served basis only).

Cancellation Policy:

Requests for cancellation must be received 14 days prior to your event. There will be a \$5 administrative charge for all cancellations. Refunds may take up to 30 days to be processed.

Other amenities at Little Cottonwood Park include the following:

- 4 Picnic Tables (stationary)
- 4 Barbecues (stationary)
- Softball Field
- Tot Lot
- 1 Basketball Court
- Restrooms
- Spacious Area
- 2 Playgrounds
- 2 Volleyball Courts
- Limited Parking

- **Please note that only one bounce house will be allowed per day and only with the Large Shelter rentals.** A Certificate of Liability Insurance naming the City of Los Alamitos in the amount of \$1,000,000 is required from the bounce house rental company. The Certificate must have an attached Endorsement to be valid. Proof of the Certificate and Endorsement must be provided two weeks before the reservation date.
- It is advisable to bring your own large trash bags as there is no guarantee that trash will be empty.

The aim of the City of Los Alamitos is to provide a standard of service for our patrons that will ensure their scheduled event is a positive experience. To this end, any items not specifically addressed in this Community Facility & Park Shelter Use Policy may be approved at the discretion of the Director of Recreation and Community Services. Undefined requests for facility use may, at the City's pleasure, be referred to the Parks, Recreation & Cultural Arts Commission for further review.

Adopted by Los Alamitos City Council 02/14/83
Revised and adopted by Los Alamitos City Council 09/23/85
Revised and adopted by Los Alamitos City Council 01/25/88
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