



COMMUNITY CENTER
10911 OAK STREET
LOS ALAMITOS, CA 90720
562-430-1073 - FAX 562-594-9657

Reservation: _____
(Day) (Date)
Room: _____
Classification: _____

\$25.00 Filing Fee Required when submitting application, and will be applied to Security Deposit, or returned if application denied. This reservation/contract is issued in accordance with the policies outlined on the reverse side as established by the City Council and the Recreation & Community Services Department. Complete contract and return ALL copies for approval/disapproval to the Community Center office. Your copy will be returned to you after approval/disapproval. Any false statements are grounds for denial.

Group/Organization: _____ Non-Profit #: _____

Applicant: _____ Title/Position: _____ CDL#: _____

Address: _____
(Street) (City) Zip

Telephone Numbers: (Day) _____ (Night) _____ (Emergency) _____

Requested Event Date: _____ Requested Event Time: _____

Purpose of Event: _____ Projected Attendance: _____

Type of Set-Up: Banquet Theater Conference Classroom None Other: _____

Alcoholic Beverages Served? Yes No Alcoholic Beverages Sold? Yes No ABC Permit #: _____

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify and hold harmless the City of Los Alamitos, and any of their officers, agents or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Los Alamitos. I HAVE READ THE REVERSE SIDE OF THIS CONTRACT.

E-mail Address (For Receipt/Permit) _____

Signed (person making reservation) _____ Date: _____

FOR OFFICE USE ONLY

REFUNDABLE DEPOSITS

Room Deposit _____

Alcohol Deposit _____

TOTAL DEPOSITS _____

Less Processing Fee _____

BALANCE DEPOSIT DUE _____

RENTAL FEES

Event Time Hours _____

Preparation/Clean-Up Hours _____

Set-Up/Tear-Down (Center Staff) _____

Kitchen Use _____

TOTAL RENTAL FEES DUES _____

APPLICANT PLEASE NOTE:

Your application has been approved/disapproved.

Reason for disapproval: _____

Balance of deposit _____ is due by _____ In order to confirm this contract.

Rental fees: _____ are due by _____ or this agreement may be subject to cancellation.

_____ Security officers are required/not required.

Liability insurance is required/not required.

Certificate of Insurance; written proof of security service; ABC Permit # (if applicable) are due by _____

Signed: _____ Date: _____

Comments: _____

CITY OF LOS ALAMITOS
Community Facility Use Policy

Policy and Procedures

APPLICATION shall be made on official forms provided by the City of Los Alamitos Recreation and Community Services Department, accompanied by a \$25.00 processing fee. (Processing fee is applied to security deposit, however, it is non-refundable if applicant cancels their reservation).

- I. 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.
- II. Applicants will receive a written response within five (5) working days of receipt of application.
- III. Requests shall not be approved for a period exceeding three (3) months.
- IV. 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.

APPROVED APPLICATIONS

- I. **Payment of Fees:** Deposit must be paid at the time user's application is approved. Balance of fees and set-up diagram are due thirty (30) days prior to scheduled activity date. Refer to pages five (5) and six (6) for Fee and Deposit Schedule.
- II. **Cancellation:** Cancellation shall be made no less than thirty (30) days prior to scheduled event in order to avoid forfeiture of deposit. \$25.00 processing fee is non-refundable.

Any reservation may be cancelled by the City with written notice for use by and for city sponsored programs. 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 & Regulations

- GENERAL:** Please confine group(s) to area(s) designated on contract. Please report any problems to Community Center Staff; they are more than happy to assist you in any way they can.

Individual Signing 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 building.
- DECORATING:** No objects are to be suspended or attached to ceiling, wall, 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.
- CLEAN-UP:** Clean-up is the patron's responsibility. This may include: Wiping of tabletops; insuring 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 an appropriate amount will be withheld from the deposit to cover additional labor costs.
- SECURITY:** The presence of security officers are 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 & Community Services. It is the patron's responsibility to contract independently for such service. 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 & Community Services.
- MINORS:** All persons under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned in the ratio of one adult for every fifteen minors.
- 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 & Community Services and the Chief of Police will review the application for approval or 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 no later than one (1) week prior to scheduled activity. The Alcohol Beverage Control License may be obtained at:
605 W. Santa Ana Blvd., Bldg. #28, Suite 369
Telephone: (714) 558-4101

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

The aim of the City of Los Alamitos is to provide a standard of service for our patrons that will insure their scheduled event is a positive experience. To this end, any items not specifically addressed in this Facility Use Policy may be approved at the discretion of the Director of Recreation & Community Services. Undefined requests for facility use may, at the City's pleasure, be referred to the Parks & Recreation Commission for further review. Working together, we can maximize use of our community facilities; and maintain them in a manner we can all be proud of for the benefit of our entire community.