

APPLICATION FOR USE OF FACILITIES

The rental reservation must be completed at least thirty (30) days in advance of the requested date. No reservation is confirmed until all fees, deposits/licenses, and insurance are obtained and paid in full at least thirty (30) days prior to the requested use date. This application must be signed by an authorized adult representative of user organization or private party.

CONTACT INFORMATION							
<input type="checkbox"/> Nonprofit – 501(c)(3)		<input type="checkbox"/> Resident / Local Business			<input type="checkbox"/> Non-Resident		
Responsible Person:			Organization/Business:				
Address:			Cell Phone:		Date of Birth:		
City:		Zip:		Email:			

FACILITY / DATE & TIME							
<input type="checkbox"/> War Memorial Building 435 Fair Oaks Avenue		<input type="checkbox"/> Garfield Park Youth House* 625 Stratford Avenue			<input type="checkbox"/> Orange Grove Mid Level 815 Mission Street		
<input type="checkbox"/> Senior Center 1102 Oxyley Street		<input type="checkbox"/> Eddie Park House* 2017 Edgewood Drive			*Supplementary application required		
Day of Week:		Month:		Date:		Year:	
Reserved time must include all setup and cleanup, which is the reservation holder's responsibility.						Start Time:	
						End Time:	

EVENT INFORMATION							
Purpose of Use:				Approx. Attendance:			
Alcohol Service:		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Main Room		<input type="checkbox"/> Lobby/Foyer	
If serving alcohol, Alcohol Start Time:				<input type="checkbox"/> Kitchen		<input type="checkbox"/> Conference Room	
				<input type="checkbox"/> Other _____			

OFFICE USE ONLY							
Approved by: _____		Date: _____		<input type="checkbox"/> Coordinator		<input type="checkbox"/> Supervisor <input type="checkbox"/> Director	
Assigned Staff: _____				2 nd Staff (if applicable): _____			
CivicRec: _____		Insurance: _____		Deposit Refunded: _____			
Notes: _____							

PAYMENT

DEPOSIT

Due with application. Deposit refund will be issued as a check, and arrive via mail, **4 to 6 weeks after the event.**
Deposit Refund Check Pay To (if different from contact information on page 1):

Name: _____

Address: _____

City, State, Zip: _____

Deposit \$ _____

RENTAL FEES

Fees are charged based on the fee schedule in effect for the date of use. Fees in effect on the application date are subject to change on July 1st of each calendar year and the user will be charged any difference between the fee in effect on the application date and the fee in effect on the use date.

Note: As of July 1, 2023, credit card transactions are subject to a 3% credit card fee per transaction.

Building Rental Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
_____ Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
City Staff Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
2nd City Staff Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
Kitchen Use Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
Insurance Fee	\$ _____ per hour	×	_____ hours	=	\$ _____
Rental Fees Total					\$ _____

HOLD HARMLESS / INSURANCE / AGREEMENT TO PAY:

To the full extent permitted by law, the undersigned agrees that they shall indemnify, defend, and hold harmless the City of South Pasadena its officials, employees and agents, from all claims, suits, actions, arbitration proceedings, administrative proceedings, loss, damage, injury, and liability that occurs in or on the grounds of the facility during the applicant's occupation and/ or use of that property, including the active or passive negligence of the City of South Pasadena or any other participants in the rental. Attached to this application form, the applicant shall furnish to the City, appropriate certificates of public liability and property damage insurance as determined by the City's current requirements, naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses the aforementioned facilities or any portion thereof. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice to the City. The undersigned additionally guarantees to the payment of all charges named in this permit and to pay the City of South Pasadena for damage done to the property as the result of use of same.

FURTHER, THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO USE THE AFOREMENTIONED FACILITY AND CERTIFIES THAT ALL INFORMATION PROVIDED HEREIN OR IN CONNECTION HERewith IS TRUE, CORRECT, AND COMPLETE:

Applicant Signature:

X

OFFICE USE ONLY

Deposit Paid: \$ _____ **Date:** _____

Cash Check Credit Card **Receipt #** _____ **Staff Initials** _____

Balance Paid: \$ _____ **Date:** _____

Cash Check Credit Card **Receipt #** _____ **Staff Initials** _____

SUMMARY OF REGULATIONS GOVERNING THE RENTAL OF CITY FACILITIES

Full information found in [Community Services Department Policies and Procedures](#) document.

1. The Director, or designee, may grant the use of the facilities in conformity with the law governing the public use of such City of South Pasadena ("City") property.
 - a. Smoking is prohibited in compliance with City Code (SPMC 17.54, 17.56, 17.57).
 - b. The distribution or selling of prepared food in any disposable food service ware made of expanded polystyrene (i.e. Styrofoam) and the distribution of single-use plastic carryout bags is prohibited. Failure to comply with and enforce this ordinance is grounds for forfeiting the deposit (SPMS 16.32, 16.42)
2. Misuse of the premises or its contents and/or disregard of this policy shall be grounds or cancellation of facility usage privileges. Users are responsible for any and all damages to City property or for the loss of property.
3. The City reserves the right to revoke any permit if it should develop later that the same has been obtained through misrepresentation if it is contrary to the rules and regulations of the Community Services Department, or for any other reasons that such action may be deemed advisable for the best interest of the City.
4. An authorized adult representative of either a user organization or private party must sign all applications. The application, when approved by the Director, or designee, shall constitute a contract between the User and the City. Such contract must be in harmony with the schedule and regulations pertaining to the rental of City facilities.
5. All payment of rental fees under these regulations shall be made payable to the City of South Pasadena, thirty (30) days in advance of the use of the facility. Cancellation of a rental or changing of a confirmed date may result in loss of security deposit. If facility can be rebooked with a comparable rate (one equal or greater size), then 75% of the client's deposit will be returned. Cancellation thirty (30) days or less prior to an event will result in the loss of the deposit and any rental fees paid.
6. Reservations may not exceed 12:00 Midnight at the War Memorial Building & Senior Center; and 5:00 p.m. at the Garfield Park Youth House & Eddie Park House. Music and sound amplification must terminate by 9:00 p.m. at the Senior Center; and 11:00 p.m. at the War Memorial Building.
7. City Ordinance allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. If required, obtain an ABC permit by calling the Department of Alcohol Beverage Control at (626) 256-3241. Alcohol may not be sold or served to minors. Failure to comply, monitor, and enforce this ordinance is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organization, its sponsor, or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time slated on the contract for the event to end. Alcohol is only permitted in the rented facility. Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility.
8. Renter will be responsible to pay actual salary rate for one staff person to be on premises during the facility rental, or two staff persons if alcohol is being served. Staff will remain on premises until the user group has completely vacated the premises at the end of the facility rental.
9. The Director, or designee, must approve any and all decorations, which must not damage the facility or City property. No nails are to be used. All decorations must be flame resistant. No candles permitted. Fireplace (where applicable) cannot be used under any circumstances. Fog machines are not permitted.
10. At all gatherings of young people, two or more responsible adults must be present at all times. Renter is responsible to supervise children at all times. It is not permitted to climb on City property such as the War Memorial Building cannon or the facility sign.
11. Persons will not be permitted inside any facility in excess of the established occupancy capacity of said facility.
12. No equipment of any type is to be removed from the building.
13. Setup and cleanup are the responsibility of the applicant. Facilities must be left in a satisfactory and clean condition, as determined by Community Services staff, to receive a deposit refund. This includes use of the kitchen and all appliances. If appliances that are used are not cleaned up, deposit will not be refunded. It is recommended that cleanup begin one (1) hour before the scheduled reservation end time.
14. The facility must be vacated, no later than the scheduled end time, as stated in the contract. All doors must be locked, all windows closed, and all lights turned off. If the reservation exceeds the time allotted, a facility overtime fee (equal to 1.5 times the hourly rate AND staff fees) will be deducted from the deposit.
15. Renter is responsible for conducting a walk-through of the facility with staff, prior to vacating the facility. The City Facility Cleanup/Closure Checklist must be signed by the renter at the end of the event after the walk-through is completed. If, due to the fault of the renter, the walk-through does not occur, the renter waives the right to dispute any decision made by the Community Services staff regarding the final condition of the building and any deposit withheld.
16. Community Services staff are instructed to contact the South Pasadena Police Department (626-403-7297) if any problems arise.

The undersigned has read and understands the Facility Rental Policy as outlined above and within the Community Services Department Policies and Procedures document, and agrees to comply with all laws, policies, rules and regulations of the City of South Pasadena pertaining to the use of City facilities.

Applicant Signature: X **Date:**

TO BE COMPLETED ON THE DAY OF THE RESERVATION



**City of South Pasadena
CITY FACILITY CLEANUP/CLOSURE CHECKLIST**

Please allow sufficient time prior to vacating the building to conduct a walkthrough with a staff member. If, due to the fault of the renter, the walkthrough does not occur, the renter waives the right to dispute any decision made by Community Services staff regarding the final condition of the building. Community Services staff will review this list prior to the approval of a deposit refund.

Responsible Person:				Organization/Business:			
Facility:				Date:			
Actual Start Time:				Actual End Time:			
				Staff Name:			

Restroom	<input type="checkbox"/> Free of paper on the floor and sink, no clogs
Main Room	<input type="checkbox"/> Tables and chairs are put back in their original place
	<input type="checkbox"/> Floor is free of paper, debris, and food
	<input type="checkbox"/> Spills have been mopped up
Kitchen	<input type="checkbox"/> Anything around the facility is picked up
	<input type="checkbox"/> All kitchen appliances are cleaned up after usage including oven/stove, refrigerator, freezer, sinks, warming ovens, etc.
	<input type="checkbox"/> All garbage bags are tied and put in trash enclosure outside of the facility
General	<input type="checkbox"/> All food must be thrown in trash not in the sinks.
Exterior	<input type="checkbox"/> Tables and chairs, etc. are lifted not dragged across the floor.
	<input type="checkbox"/> Everything is picked up and placed in trash can.

Comments

Report any damage/incidents that occurred during event. If more space is needed, use the back of this sheet.

Staff Signature: X

Signature of Responsible Renter acknowledging and accepting the information on this checklist: X

Staff is instructed to contact the South Pasadena Police Department if any problems arise:
Non-emergency: 626-403-7297 | **Emergency:** 911