CITY OF TEMPLE CITY
FACILITY POLICIES AND PROCEDURES

POLICIES

1. The Community Center is available for reserved use daily. All building rentals and activities may not start prior to 9:00 a.m. and must cease by 9:00 p.m. (Includes set-up and clean-up times).

2. Any activity held at the Community Center will be conducted according to all laws and must conform to the written rules and regulations of the City of Temple City and the Parks and Recreation Department.

3. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use privileges. All fees and deposits previously paid will be retained by the City.

4. Alcohol use is not permitted in City parks. Exceptions to this policy may be made pursuant to Section 4400 of the municipal code.

5. The City reserves the right of full access to all activities, at any time, in order to ensure that all rules, regulations, and City and State laws are being observed.

6. The user must obey instructions of City employee(s) on duty.

7. The City reserves the right to require official Sheriff Department personnel for security purposes, with additional charge to the renter, per discretion of the City Manager or designated representative.

8. All children attending an activity at the Community Center must be supervised by their family or by a designated adult chaperon.

9. Applicant is required to be on-site for the entire duration of the permit timeframe. Applicant is responsible for keeping all guests/participants in rented areas. Alcohol, if permitted, must be kept in designated area.

10. If decorations are used for any program, they must be free standing, or placed on the tables. Decorations may not be affixed with staples, or tack anything to the floors, walls or ceilings. Decorations may be affixed with blue painter's tape. Crepe paper, glitter and confetti are not allowed.

11. The Community Center is a non-smoking facility. User groups not in compliance with the no smoking policy are subject to loss of deposits and future rental privileges may be revoked.

12. Coffee and condiments are not provided by the City. The City does not provide linens, china, silverware, glassware, or serving dishes/utensils. City does not provide coffee makers, dishwashers, microwaves. Use of refrigerator and freezer are permitted during rental times, note that if damage occurs, left dirty, and/or Department items are missing, this will result in loss of deposit.

13. The facility must be left in a clean and orderly. condition. The user group is responsible for minimal cleaning which includes removal of cups, bottles, place settings, and other items from tables and floors and placing it in trash cans; clean up of spills on tables, chairs, floors; and removal of any and all decorations. A clean up checklist will be provided. City staff will review the checklist with the responsible person. Failure to check in or check out with staff, will result in loss of deposit. Damage must be reported to the staff on duty immediately.

14. If stage is being utilized, applicant cannot move the stage under any circumstances. Stage will be placed based on diagram of room setup.

15. Public address (PA) systems will be setup by staff. Applicant and users cannot move the PA systems once placed.

14. The City reserves the right to cancel any reservations. When cancellations are necessary, the department will endeavor to give the group a ten (10) day notice.

15. Applicant assumes all liability for injuries to persons or property as a result of use and agrees to indemnify and hold the City of Temple City free and harmless from all liability imposed by law for injury to people or damage to property.

16. The user group must appear within sixty (60) minutes after the time specified on the application or permit will be cancelled and all fees forfeited.

17. If event is not held on date of reservation due to incorrect date on the application, applicant must pay fees for new reservation date. City will not refund the recreation fees, but deposit can be used for new reservation fee.

18. There shall be no admission charge, no ticket sales and no collections or donations solicited except by advance permission from the Director of Parks and Recreation, or designated staff.

19. No storage of private property is permitted in the facility unless authorized by the Director of Parks and Recreation. The City does not assume responsibility in case of loss or damage to personal property. The City is not responsible for lost or stolen items.

20. Any request for use of the facility for a dance must be approved by the Parks and Recreation Commission.

21. Loudspeakers and/or amplified sound equipment must be reasonably used. Noise levels may not exceed 57 dBA and must comply with sections 9280-9284 of the Zoning Code. Requests from City staff to reduce volume must be honored. Failure to reduce the volume of noise or sound, which City staff determines to be offensive, will result in immediate revocation of facility use privileges. All fees and deposits previously paid will be retained by the City.

RENTAL PROCEDURES

1. All groups requesting use of the Community Center must file a completed application in person at the Parks and Recreation Department at least seven working days in advance. NO TELEPHONE RESERVATIONS WILL BE ACCEPTED. Reservations will be accepted up to one year in advance.

2. All reservations will be taken on a first come, first served basis. Reservations shall be issued in the order of receipt of application with deposit and full payment, subject to availability.

3. Reservations will only be issued to responsible adults who shall be in attendance at the function for which the application is made.

4. All applicants requesting use of the Community Center must meet the insurance requirements as stated in Administrative Policy No. 4.00. All applicants must furnish the City with original endorsements effecting insurance coverage unless specifically waived or modified by the City Council 30 days prior to use. The. policy must be in an amount not less than $1,000,000 per occurrence bodily injury, personal injury and property damage; and $1,000,000 products liability, if applicable. The insurance company providing coverage must be "admitted" in the State of California.

5. Reservations for the facility are not in effect until full payment, has been received by the Parks and Recreation Department. Insurance, signed policies, and diagram of room setup are due seven (7) days prior to event, failure to submit all paperwork will result in cancellation of reservation and deposit will be retained.

6. The City requires staff at all functions in City facilities. Staff charges may be added to the fees depending on date and time requested.

7. Reservations may be cancelled by applicant, and all fees and deposit returned, up to 30 calendar days prior to event, less a $10 cancellation fee. One-half of the rental fee will be retained if reservation is cancelled 29-7 calendar days prior to event. All fees and deposits will be retained if reservation ,is cancelled less than 7 calendar days prior to event.

8. Any permit, which has been denied by the Parks and Recreation staff, can be appealed in writing to the Parks and Recreation Commission, which shall consider the appeal at their next regularly scheduled meeting. Request for a fee waiver must be presented to the Parks & Recreation Commission for consideration.

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Applicant Signature Date