

**City of San Gabriel
Parks and Recreation Department**

APPLICATION FOR USE OF ADULT CENTER

Date of Application: _____

Responsible Party: _____

Name of Organization: _____

Address: _____ / _____ / _____
(Street) (City) (Zip)

Home Phone Number: _____ Work Number: _____ Cell Number: _____

Request Use Of: _____ Grapevine Room _____ Padillo Room _____ Kitchen
_____ Grapevine Park _____ Tent Area _____ Lounge

Purpose of Rental: _____

Date/Dates of Facility Use: _____

Hours of Use (including set-up): _____ to _____ Anticipated Attendance: _____

Equipment Needed: Chairs _____ Banquet Tables _____ Card Tables _____ P.A. System _____
Podium _____ Piano _____ Portable Bar _____ Coffee Pot _____ Screen _____
Other _____

I have read the Rules and Regulations pertaining to facility use and will be present and responsible for their enforcement. I certify that all the above statements are true and correct. I understand that any misstatement or omission of a material fact may be sufficient cause for cancellation of use of the building. I am aware that all fees are due and payable 30 days in advance of activities.

Signed: _____ Date: _____

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

Date Received: _____ Application Approved: _____ Application Denied: _____

FEES: Application Deposit:	\$ _____	
(S250 Required)		
Security/Cleaning Deposit:	\$ _____	
(S250 Required)		
Facility Fee	\$ _____	_____
Supervisor Fee	\$ _____	Director of Parks and Recreation
Other	\$ _____	_____
TOTAL	\$ _____	Date

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Public Facility Policies

General Conduct

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facilities:

1. Specific permission is required to use or occupy any room and/or office.
2. All persons or organizations using a facility must abide by all Municipal, State and Federal laws.
3. The following are regulated by State and Municipal Codes and will be strictly enforced:
 - Gambling is prohibited.
 - The dispensing and consumption of alcoholic beverages without a permit is prohibited. (Except Wine and Champagne)
 - The use or sale of dangerous restricted drugs is prohibited.
4. Smoking is not allowed inside city buildings or enclosed outdoor areas.
5. Unruly and disruptive behavior, such as shouting and profanity, is prohibited.
6. The possession of a weapon or other dangerous device will result in immediate removal of the possessor from the premises and possible arrest and prosecution.
7. Neither pets nor other animals are permitted on the premises except for Human Services Animals.

Violation of any rule or regulation may result in the revocation of facility use privileges for an individual or group.

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Facility Policies

Policies and Guidelines

1. All applications for use of Recreation Facilities must be made by the principal party involved. The person who signs the application shall be responsible and agrees to accept financial liability for any loss or damage to the facilities or facility equipment resulting from use by the organization/party which they represent. The extent of the financial liability is the replacement or repair cost incurred by the City of San Gabriel. The applicant will also assume responsibility for the loss of any personal items by the organization/party and/or members thereof while using city facilities.
2. A Facility Supervisor shall have full charge of the building facilities at all times. Any moving or rearranging of equipment in the center shall be done only with the permission of and under the direction of the Supervisor.
3. All decorations must have the approval of the Supervisor in charge. No decorations may be attached to any painted surfaces.
4. The use of rice, birdseed, confetti or sparklers at wedding receptions/parties is strictly prohibited.
5. No lighted candles may be used inside facility.
6. It shall be the responsibility of the organization/party using the facility to see that it is left in GOOD CONDITION as it was upon rental. The facility, including the kitchen, must be left in order; the floors, outdoor areas and equipment shall be clean and free of debris. Failure to observe this ruling shall be considered sufficient cause to cancel further meetings of the organization/party at this location, with the loss of Security/Cleaning Deposit.
7. All activity must cease by 12:00 a.m.
8. Music must cease by 10:00 p.m. while using the outside tent area. When the San Gabriel Civic Auditorium has a scheduled performance or event, music in the tent area must be turned down to a low level. Any disturbance caused by the level of sound will result in termination of music.
9. No alcoholic beverage is permitted with the following exception: champagne or wine is permitted at the Adult Center/Grapevine Area.

10. All fees are due 30 days prior to the day of the event.
11. All prices are subject to change.
12. A non-refundable reservation deposit of \$250.00 is due at the time of submitting application. The deposit must be made by check or money order. The deposit will be credited to the total rental cost.
13. A refundable security/cleaning deposit of \$250.00 is due 30 days prior to the event. This deposit will be held till after the event to ensure that the facility is left in good condition. The deposit will be issued back to the party within three weeks after event date.
14. Parking is permitted in the San Gabriel Civic Auditorium parking lot. However, if an Auditorium event is being held at the time of your activity, there will be a charge for parking.
15. The Tent Area may only be used in the event that the Civic Auditorium is not having a function.
16. Non-profit resident groups and organizations may apply for an additional discount from the resident rate.
17. A resident may not rent a facility for a non-resident. In the case of wedding receptions, only the resident parents of the bride or groom or the resident bride or groom, may rent the facility at the resident rate.
18. The Facility Supervisor, who is present to assist you, also has the authority of a Peace Officer to see that all rules pertaining to the facilities are enforced.
19. Theft, damage or items missing from the facilities that are the property of the City of San Gabriel, shall be the responsibility of the applicant. Any such items are subject to replacement at cost, including administrative fees.
20. The City and its employees are not responsible for loss, stolen, or items left behind.

Your cooperation in observing these rules and guidelines is expected and appreciated.