

CITY OF DOWNEY – PARKS AND RECREATION DEPARTMENT

FACILITY RENTAL POLICIES & PROCEDURES

BARBARA J. RILEY COMMUNITY & SENIOR CENTER

7810 Quill Drive, Downey CA 90242

562) 904-7223

Thank you for choosing to have your event at the Barbara J. Riley Community & Senior Center. We want you to have a pleasant experience during the early planning stages of your reservation up to and including the day of your event. In order to provide you with quality service and to ensure an enjoyable and safe event, the following policies and procedures are in place and you are asked to abide by all. **The City of Downey, Barbara J. Riley Community & Senior Center reserves the right to change and/or cancel any reservation at any time resulting from a City event, program and maintenance.**

GENERAL POLICIES & PROCEDURES

All reservations must be made in person and are based on a first-come first-serve basis. No reservations will be taken over the telephone, email, mail or fax. A completed reservation form must be submitted in person at 7810 Quill Drive. Allow 10 – 14 business days to process the reservation request.

Reservations made by Downey-based residents/businesses must be made a minimum of (2) two weeks to a maximum of (6) six months prior to the scheduled event. Proof of residency is required; examples include utility bills or business license.

Reservations made by non-Downey based residents/businesses must be made a minimum of (2) two months in advance to (6) six months prior to the scheduled event. (Effective with all reservations dated after July 1, 2010)

All reservations will be based on a minimum of a (2) two hour event time.

All reservations are TENTATIVE until a Supervisor approves it (contract is signed by Supervisor) and the contract is signed and returned by APPLICANT when the first payment is due. Payment schedule is provided to APPLICANT with contract. Failure to do so will result in cancellation.

The use of the Community & Senior Center is for family or neighborhood related social functions. This Center may not be used for business use or monetary gain that results from the exchange of money or events that conflict with City of Downey programming.

APPLICANT may have a maximum of (2) two reservations on the books with the Community & Senior Center at one time. Therefore no long-term and/or recurring reservations are allowed that exceed (2) two reservations.

An appointment must be made in advance (at least 3 days prior to event) to schedule a set-up / tour of the facility (NO EXCEPTIONS)! Once a schematic (room set-up) has been completed the room set-up **may not** be changed the day of the applicant's event.

Supervisor must approve any changes past the date specified on the contract and no changes will be made the week of the reservation.

No automobiles of any kind are allowed on Downey facilities, outside of marked parking stalls. All unloading and loading must be done from parking stalls or properly marked loading curbs. APPLICANT must notify City staff upon arrival for loading/unloading into reserved room.

Neither the City of Downey nor the Community & Senior Center or its agents will be held responsible for loss, damage or theft of equipment or articles owned by the applicant or his/her guests.

Smoking is NOT PERMITTED inside the Community & Senior Center building, including rest rooms. Failure to comply will result in FORFEITURE OF DEPOSIT.

Security Monitor fees of \$30 per hour for party's over 100 people.

All tickets to events or fundraising resulting in the exchange of money must be done prior to the event and away from the Center. **Gambling is not allowed or the collection of any fees or admission charges.** This includes 50/50's, raffles or gaming.

APPLICANT(S) RESPONSIBILITIES

The APPLICANT must check in with the City staff at the beginning of the reservation and must be present for the ENTIRE RESERVATION. APPLICANT must also check out with the City staff at the conclusion of the reservation and clean up. **(Failure to comply will result in forfeiture of deposit).**

The APPLICANT will accept full responsibility for damage to equipment or properties and will incur all costs of damages to equipment or the facility. City owned equipment may not be removed from the facility.

APPLICANT is responsible for keeping all participants of the event in their designated room(s).

Children are not permitted to leave the facility/room(s) without adult supervision. Staff is not responsible for children attending the event. It is the sole responsibility of the applicant to monitor their attendees.

Facility staff will need to have continued contact with one designated individual (over 18 years old), who must be present in the Community & Senior Center during the entire reservation time. (i.e., This person must be present from the beginning of the rental time until the end of the rental time.)

SPECIFIC FACILITY REGULATIONS

No Sunday rentals.

Saturday rentals must be cleaned-up and out by no later than 10:30 p.m. (NO EXCEPTIONS)

All food and beverages must be consumed in the APPLICANTS rented room(s). Food and drinks are NOT allowed in the lobby, rest rooms, or parking lots. **Alcohol is NOT allowed. No cooking in the rooms, only in the kitchen.**

Kitchen facilities are available for rent only when APPLICANT rents the Diane Boggs Auditorium or the Diane Boggs South Room. Use of kitchen stoves, ovens, refrigerators, etc., may be used only with specific advance approval and with the appropriate fees and deposits. Moving kitchen equipment is not allowed!

Amplified music and/or sound systems, including public address systems, DJ's, karaoke, film/video systems and other large amplified systems will not be permitted without prior written approval for use inside the facility. Additional fee and insurance will be required.

City staff reserves the right to monitor and maintain volume control on any amplified items.

City staff will control all heating, air conditioning, lighting, City sound and public address system, or any other electrical or mechanical system(s) in the building. APPLICANT shall make requests to the City staff for any adjustments, which will be met if possible and in accordance to the welfare of the center/ patrons / staff.

The use of devices that produce fire, including candles, burning of incense, fog or smoke machines, and barbecuing are not permitted inside the building or outside adjacent to the building.

PAYMENTS, FEES, DEPOSITS & INSURANCE

All payments must be paid on or before the date(s) specified on the contract. If payment is not received by that date then the City reserves the right to cancel or additional fees will be administered to reservation.

All fees must be submitted from the APPLICANT approved on the reservation form only. Fees may be paid by cash, personal checks, or money orders made payable to the CITY OF DOWNEY. VISA, MASTERCARD, DISCOVER and AMERICAN EXPRESS are accepted.

The entire rental fee must be paid in full 30 days prior to the requested event date **except** if reservation is made less than 14 days of the event. In which case, payment will be stipulated by Supervisor.

Deposits and rental fees are due no later than the date(s) stipulated on the contract. A **late fee of \$5.00 per day** will be implemented if fees are not paid by the date(s) stipulated on the contract or cancellation of the reservation may be implemented by the Supervisor. **Only Cash or Credit Card deposits will be accepted.**

Cash deposits can be collected by the APPLICANT the week following the reservation upon appointment with Supervisory Staff, providing that all policies and procedures are followed and the Community & Senior Center is left in a clean and orderly manner.

Credit Card information held for deposits will be destroyed or can be picked up by APPLICANT the week following the reservation, providing that all policies and procedures are followed and the Community & Senior Center is left in a clean and orderly manner

Failure to abide by any of the regulations, rules, City policies and ordinances will result in a partial or complete forfeiture of the deposit.

CANCELLATION PROCEDURES

A cancellation of a reservation 60 days or more prior to the scheduled event will require a \$50 processing fee.

Cancellations made between two weeks and 60 days will require a forfeiture of the deposit. No refund of the deposit or payments will be issued if a reservation is **cancelled less than two weeks** prior to the scheduled event. All cancellations may be subject to extra charges.

APPLICANT is responsible for notifying the Community & Senior Center of any changes or cancellation of their event. APPLICANT will not receive a reminder call.

If this is not followed then the City reserves the right to refuse future service to said APPLICANT.

DECORATING / SET-UP / CLEAN-UP

Set-up and clean-up (including decorating) must be completed within the approved reservation set-up and clean-up time. **Any increment of time that extends beyond the reserved hours will be billed at time and a half the hourly event rate for the room(s) reserved.**

APPLICANT **may not** at any time move equipment in rooms or kitchen such as tables, chairs, kitchen equipment, etc. **NO EXCEPTIONS!**

Decorations shall not be displayed or installed in such a manner, which damages or defaces the facility (nothing on the walls). Use of nails, staples or other sharp materials or instruments are NOT permitted. **Confetti of any kind is NOT permitted.**

Clean-up is the **APPLICANT'S responsibility**. All decorations or materials must be removed before the reservation ends and applicant must leave the facility in a clean and orderly condition.

City staff must be notified immediately of any spills and/or problems.

Table tops and chairs are to be wiped clean of any beverage, food, or all trash and all spills/trash removed from floors. All trash is to be placed in the receptacles provided.

Kitchen areas must be cleaned and returned to the condition it was in when the applicant first arrived. All counter tops and equipment must be wiped clean. All spills in refrigerators, freezers, microwave, stove, table warmers (**NO WATER IN TABLE WARMER**), and floors must be cleaned and/or mopped up. All trash from the kitchen is to be placed in the proper receptacles.

The kitchen service area shall be cleaned and all trash placed inside proper receptacles. The outside kitchen alcove shall be clean and no trash is to be left out.

Any non-City owned personal or rental items brought in for the event must be removed prior to the APPLICANTS departure from the Community & Senior Center. **Any items left behind for longer then one day will be subject to disposal or donation to a local charitable organization.**

ALCOHOL (General Information)

Consumption of alcohol is **NOT** permitted in the Community & Senior Center or in the park (including the parking lots). Supervision measures will insure that alcohol is not to be permitted. The police will be called if staff determines or suspects that alcohol is being served.

The City of Downey considers beverages with ANY percentage of alcohol as alcoholic beverages.

Use of alcohol including "Champagne Toasts" will not be permitted.

Failure to comply with any of the above will result in **FORFEITURE OF DEPOSIT.**

INSURANCE

Depending upon the nature of the reservation, the Parks and Recreation Department may require additional fees and/or insurance. If required, the APPLICANT must obtain insurance on their own and at their own expense.

If insurance is required for the reservation, the approved APPLICANT or GROUP whose name appears on the reservation must secure insurance in the amount of one million dollars (\$1,000,000.00) which holds the City of Downey harmless for any damage or injury. **The City of Downey must be named as "additional insured."**

The APPLICANT shall indemnify the City of Downey and its officers, officials, agents, and employees against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation or other organization arising out of or in connection with the use of City facilities by said applicant.

Failure to comply with any single item, portion of or combination of policies and procedures or misrepresentation of the event will result in forfeiture of all or part of the deposit.

STAFF'S RESPONSIBILITIES

Staff is responsible for facilitating the event and will only deal with the applicant or additional contact person(s) listed on the reservation form.

Staff is required to conduct facility checks of the event every 30 - 60 minutes or more as needed.

Staff is responsible to check and change trash receptacles.

UNATTENDED ROOM USAGE

Rooms that are not being used (locked or at the conclusion of an event) must be empty of any patrons. All access to rooms must have prior approval from manager or supervisor prior to accessing and using the room for any amount of time.