

FACILITY USE POLICY

I. PURPOSE

To establish a procedure for obtaining a facility for private use.

II. GENERAL POLICY

A. Rental Categories

The primary purpose of the community facilities is to enhance community programs. Therefore, priority and categories are as follows:	
City Sponsored	City sponsored community services and recreation activities.
Resident Non-Profit:	Non-profit organizations, community groups, civic oriented functions. To qualify service organizations must reside inside City of Placentia boundaries. Groups are required to submit form with State of California Non-profit Tax ID Number.
Resident	To qualify for the Placentia Resident rate, the applicant must provide proof that they live in Placentia. Proof of residency is required to receive resident rate. The applicant is responsible for signing all rental documents and paying all fees.
Non-Profit Non-Resident	Non-profit organizations, community groups, civic oriented functions. These service organizations reside outside of the City of Placentia boundaries. Groups are required to submit form with State of California Non-profit Tax ID Number.
Non-Resident	Those individuals residing outside the City boundaries.
Commercial	Businesses, profit making organizations, and politically affiliated groups.

- B.** Anyone wishing to use a City building or facility must complete the following:
1. A reservation must be made a minimum of two weeks (14 calendar days) days prior to requesting use date and will be accepted up to 6 months in advance to the date unless a special allowance is granted by the Department. Picnic shelter reservations must be made a minimum of one week (7 calendar days) days prior to requesting use date and will be accepted up to 6 months in advance to the date unless a special allowance is granted by the Department.
 2. Fees for use of City buildings and facilities shall be as follows: Rental of facilities is based on a two (2) hour minimum. Placentia Municipal Code 5.28.030.
 3. No group shall be permitted more than four (4) reservations for gymnasium unless a special allowance is granted by the Community Services Coordinator, Recreation Services Manager or Director of Administrative and Community Services. Reservations shall not imply a monopoly.
 4. Users of the facilities shall observe, obey and comply with all applicable City, County, State and Federal laws, rules, and regulations. Facilities shall not be used for purposes of advancing any doctrine or theory under the Constitution of the United States of America.
 5. The City reserves the right to refuse use of any facility if applicant fails to comply with City Rules and Regulations or if the planned event is not appropriate usage of the facility.
 6. Times stated on the Rental Contract/Permit will be strictly adhered to. Please include time necessary to decorate, set-up, and properly clean-up facility. Park restrooms are open to the public Monday through Friday 7:00am – 4:00pm and weekends 8:00am to dusk. City facilities are not available for rentals on City recognized holidays.

C. Approved Rental Contract/Permit

1. A permit is not confirmed until all fees have been received and the applicant has an approved copy of the Rental Contract/Permit signed by a member of the Community Services Department staff. The applicant shall not advertise/publicize its use of a City building or facility until this authorization is received.
2. Payment of Fees: At the time an applicant wants to reserve a City building or facility, a deposit must be paid in order to reserve a building or facility. All fees must be paid in full no less than ten (10) working days before event or the use shall be determined as being cancelled. Payment by cash, check, money order, visa and master cards. Refer to the Community Services Department Fee Schedule. All fees are subject to change.
3. Deposits: All deposits are paid to ensure proper clean-up and to cover any replacement, repairs, damage or loss. The applicant will be required to pay the full cost of materials, labor, replacement, repairs or damages (over and above the deposited funds) regardless of the amount. If damage occurs and is less than the amount of deposit, the difference shall be refunded. All deposits may be refunded within 3-4 weeks via City check **if proper clean-up is completed and no breakage or damage has occurred.** It is the responsibility of the applicant to check with staff to make sure that all conditions of the reservation regarding clean-up, any possible damages, and scheduled usage time have met with acceptable standards as established by the City. This must be completed prior to the applicant leaving the facility at the end of the function. In the event that for security or other reasons, the event must be terminated prior to the scheduled conclusion of the event, the City shall retain all fees and deposits paid. All deposits must be redeemed within sixty (60) days. This is the responsibility of the applicant. If funds are not redeemed within that time, they will be non-refundable.

4. Responsibility: The individual signing the Rental Contract/Permit will be considered to be in charge of the event and must be present, with the copy of the approved application, before the user group will be admitted to the building or facility. This individual will be responsible for the conduct of their guests and employees (bands, caterers, etc.).

5. Cancellation: Any cancellation of scheduled use of facilities or any change in hours or conditions indicated on the Rental Contract/Permit must be completed at least ten (10) working days prior to scheduled usage. In the event that a cancellation is made more than ten (10) working days by the applicant after fees are paid, a fee of \$25.00 shall be charged from the initial payment/deposit. A 50% cancellation fee of the deposit shall be charged if cancelled less than ten (10) working days prior to scheduled usage. In the event that a deposit is not required, the cancellation fee will apply to facility rental fees. In the event of inclement weather, refunds will not be made for outdoor reservations/permits.

Any permits/reservations may be cancelled by the City for a City sponsored program. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible, and a full refund shall be made.

City shall not be responsible in the event it causes a cancellation, other than the responsibility for refunding all deposits, fees, and charges made relative to the scheduled usage.

6. After all required signatures have been obtained, deposit and/or fee have been paid to the Community Services Department, and copies of the facility applications are to be distributed as follows:
 - a. Applicant
 - b. Community Services Department Clerical Assistant
 - c. Community Services Leader Assigned to Permit

D. General

Patrons shall only use those areas designated on the Rental Contract/Permit, and strictly adhere to the times stated on permit. These shall include time necessary to decorate, set-up and properly clean facility. Any problems or questions should be addressed to the staff on duty. They are available to assist in any way they can, within the limits of the permit. Additional staff may be required as determined by the City. No private vehicle shall be permitted on park premises other than the parking lot.

City property must be protected from damage and ordinary precautions for cleanliness maintained. No leftover foods of any kind shall be left on the premises. The facility rented must be returned to the condition in which it was found and all lights, faucets and gas connections turned off before the facility is closed. In cases where property has been damaged and abused beyond normal wear, the applicant is responsible for replacement.

E. Decorations

No objects are to be suspended or attached to the ceiling, light fixtures, walls, windows, curtains, etc. Nails, staples, tape etc., will not be permitted on these surfaces. No candles, glitter, rice, bird seed, confetti, and other like materials are allowed in or around the facility. All decorations must be flameproof. It is suggested that the patron concentrate on table and portable room decorations. All decorations must be removed at the conclusion of the event by the applicant.

F. Set-Up & Clean-Up

Clean-up is the patron's responsibility. This includes wiping off table tops, ensuring chairs are clean; removing all trash from floors, wiping off all counter-tops and kitchen equipment, removal of all supplies/food, and ensuring all property/equipment is undamaged. Restrooms must be checked for running water, papers, etc. If clean-up is not accomplished at acceptable standards or damages occur, an appropriate amount will be withheld from the deposit. Staff supervising the permit will walk through the facility with the applicant at the permit conclusion to assure the facility is in proper condition.

G. Noise Level

All noise and amplification must be kept to a reasonable sound level as stated in the **Placentia Municipal Code 10.32.030**. Reasonable sound level is defined as not to disturb the peace, quiet, and comfort of the neighboring properties or other persons. If volume exceeds a reasonable level as dictated by staff based upon PMC, the deposit will be forfeited and the event will be cancelled immediately.

When the facility is being used for a dance and/or a live band/D.J. is being used, the group shall apply for an Activity Permit at the Police Department and if required shall provide security. Group shall also apply for business license permit at the Finance Department.

H. Security

When, in the opinion of the Police Dept., an activity warrants the presence of one or more security personnel, the cost shall be paid by the applicant sponsoring the activity. Applicant must use a certified private security company, as determined by the Police Dept. Written proof of contract for security must be provided no later than ten (10) working days prior to scheduled event.

I. Supervision of Events

City staff shall be assigned at the discretion of the City to be present at all programs and/or activities. The City reserves the right to assign additional staff with 50 or more participants. Although staff would like for your event to be successful, they are unable to sign for deliveries for any rental activities or allow storage of equipment or materials. If patron is not present at the facility within 60 minutes of permit time, staff will lock up and leave the facility and all fees and deposits will be forfeited.

J. Minors

Requests for any youth activity must be made by a responsible adult over 21 years of age. The applicant personally accepts full responsibility and must be present during the duration of the entire permitted time. Groups composed of minors (18 years & under) shall be supervised by one (1) responsible adult (21 years of age or older) per twenty (20) minors, at all times while using facilities.

K. Alcoholic Beverages & Smoking Regulations

Alcoholic beverages are prohibited in and around all City facilities.

Smoking is prohibited in all City facilities.

Both regulations will be strictly enforced. All groups must abide by all laws pertaining to smoking, drinking, and illegal drugs.

Placentia Municipal Code 14.08.120.

L. Insurance

When, in the opinion of the Community Services Coordinator, Recreation Services Manager or Director of Administrative and Community Services, and activity warrants an insurance policy naming the City of Placentia as additionally insured, the cost shall be paid by the applicant. Coverage shall include public liability and property damage. Applicant must purchase said insurance privately and must provide no later than ten (10) working days prior to scheduled event.

M. Liability Insurance

The City of Placentia is not liable for accidental injury to persons or loss or damage of group or individual property, and applicant is required to sign a liability waiver prior to scheduled usage. An original document providing proof of Certificate of Liability Insurance listing the City of Placentia, 401 E. Chapman Avenue, Placentia, CA 92870, as additionally insured for \$1,000,000 may be required for certain events. The additional insured disclaimer is required along with the Certificate of Liability Insurance.

N. Miscellaneous

If a group fails to use the facility on two consecutive reservation dates without proper notice, this shall be cause for refusal of any further use of City facilities.

Any infraction of the rules and regulations shall be cause for refusal of any further use of City facilities.

Any user desiring to charge an admission fee/donation or sell any items, must submit a written request in advance. No monies can be exchanged at the facility without prior written authorization. All fundraising events including raffles or donations must have prior approval from the City.

O. Picnic Shelters and Park Areas

Picnic shelter reservations must be made a minimum of one week (7 calendar days) days prior to requesting use date and will be accepted up to 6 months in advance to the date unless a special allowance is granted by the Department.

The same procedures, rules and regulations pertain to building rental also apply to picnic shelters and park areas. Additional regulations are as follows:

- a. If no reservation is confirmed for a specific date, the shelter will be made available on a first come, first served basis.
- b. No objects or decorations are to be nailed or stapled to the shelters.
- c. For every 20 minors under the age of 18 years, the group is required to have 1 responsible adult 21 years of age or older.
- d. No alcoholic beverages may be brought to or consumed at the picnic shelter, or on the park facility. Failure to comply with this regulation will result in the immediate cancellation of the permit use and disbursement from the park facility. All fees and deposit will be forfeited. Alcoholic beverages are prohibited in City Parks. Both regulations will be strictly enforced. All groups must abide by all laws pertaining to smoking, drinking, and illegal drugs. **Placentia Municipal Code 14.08.120.**
- e. If there is any graffiti or vandalism committed to any of the equipment or facilities, the matter will be handled by the Placentia Police Department. All fees and deposits will automatically be forfeited and permittee will be subject to additional penalties and charges.
- f. The City reserves the right to evaluate the permittee use and deduct fees according to damages, security concerns, clean-up and late departure.

- g. The City reserves the right to cancel picnic shelter /park area reservations and refund fees in full.
- h. No refunds of picnic shelter or park rentals due to Inclement weather.

P. Fee's and Deposits

Fees for use of facilities are set annually by the City Council. Deposits are required to secure the event date for City buildings and facilities.

- a. The Director of Administrative and Community Services retains the discretion to waive deposits but cannot waive facility fees or staff fees.

III. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Director of Administrative and Community Services.

IV. EXHIBITS

- A. Community Services Department Schedule of Fees 7.1.09