

**CITY OF ARTESIA**  
**FACILITY USE APPLICATION AND PERMIT**

Parks and Recreation Department-18750 Clarkdale Avenue, Artesia, California 90701  
 (562) 860-3361 Fax (562) 860-0750

[www.cityofartesia.us](http://www.cityofartesia.us)

Name of Applicant: _____ Mailing Address: _____ Telephone: _____  <input type="checkbox"/> Resident <input type="checkbox"/> Non Resident	Name of Organization: _____ Mailing Address: _____ Telephone: _____  <input type="checkbox"/> Resident <input type="checkbox"/> Non Resident
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<b>Albert O. Little Community Center Artesia Park</b> <b>18750 Clarkdale Avenue</b> <b>(562) 860-3361</b>  <input type="checkbox"/> East/Vest Auditorium & Stage <input type="checkbox"/> East Auditorium <input type="checkbox"/> East Auditorium — North <input type="checkbox"/> East Auditorium - South <input type="checkbox"/> West Auditorium <input type="checkbox"/> Room A <input type="checkbox"/> Kitchen <input type="checkbox"/> Outdoor Field Area — Sports <input type="checkbox"/> Outdoor Field Area — Non-Sports <input type="checkbox"/> Outdoor Area (Basketball Court/Tennis Court/Hockey) <input type="checkbox"/> Picnic Shelter No. <input type="checkbox"/> Diamond No.        (Without Lights) <input type="checkbox"/> Diamond No.        (With Lights) <input type="checkbox"/> Batting Cage	<b>N. Artesia Community Center A.J. Padelford Park</b> <b>11870 169 Street, Artesia</b> <b>(562) 407-1723</b>  <input type="checkbox"/> All Purpose Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Class Room A <input type="checkbox"/> Class Room B <input type="checkbox"/> Classroom C <input type="checkbox"/> Teen Center <input type="checkbox"/> Field — Sports <input type="checkbox"/> Field — Non-Sports <input type="checkbox"/> Picnic Shelter (With Restrooms) <input type="checkbox"/> Picnic Shelter (Without Restrooms) <input type="checkbox"/> Outdoor Area
<b>Equipment:</b>  <input type="checkbox"/> Table No. _____ Round _____ Rectangular <input type="checkbox"/> Chairs No. <input type="checkbox"/> Bases <input type="checkbox"/> Staff for field preparation.	<b>Other Facilities</b> <i>Note: closures require separate City Council approval (see Condition 12).</i> <input type="checkbox"/> Streets _____ <input type="checkbox"/> Sidewalks _____ <input type="checkbox"/> Public Way _____

<b>Nature of Event:</b> (If a birthday, not age of applicant) <small>(Events of 300+participants are subject to special permits and additional fees)</small>  _____ _____ _____ _____ _____	<b>Date(s) Required:</b> _____  <b>Time</b> (include Set Up/Clean Up): Set Up: _____ a.m./pm to _____ a.m./p/m Event: _____ a.m./pm to _____ a.m./p/m Clean Up: _____ a.m/pm to _____ a.m./p/m
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## CONDITIONS OF FACILITY USE

1. The Facility shall be used for the purpose stated in the Facility Use Application and Permit and no other use will be permitted.
2. **Alcoholic beverages are prohibited and shall not be permitted in or on any Facility.**
3. Persons will not be permitted inside any Facility in excess of the established capacity of that Facility.
4. The Permittee/responsible representative listed on the Facility Use Application and Permit must be present at all times during the Use, including setup, opening, closing, and cleanup.
5. The Permittee shall not allow another Person to use the Facility for the period that Permittee has been allowed by the Facility Use Application and Permit.
6. Immediately prior to any Use of any Facility building the Permittee shall check in with and notify the Department of the Permittee's intent to enter the building.
7. The permittee shall ensure that no profane language or disorderly or unseemly conduct be allowed in any City facility. Applicant may be liable for additional charges requiring law enforcement callouts.
8. All Facility Use Schedules and Permits shall be issued for specific Facilities and/or Equipment and for specific hours, and the Facilities must be vacated as scheduled.
9. The Permittee shall not prepare or decorate the Facility prior to the Use start time as only the "time stated" on the Application and Permit will be granted for decorating, the event, and clean-up. Additional hours may not be purchased on the day of the reservation.
10. The Permittee shall pick up, bag, and remove all trash generated by all activity in any way connected with the Facility's Use, leaving the Facility clean and free of all trash and litter. Everything must be accomplished prior to the closing time stated in the Facility Use Permit.
11. The Permittee shall not drive or permit to be driven nails, hooks, tacks, screws, staples, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein. No putty shall be permitted on any part of the Facility.
12. **Additional Duties, Obligations, and Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notwithstanding the above conditions of facility use, if the applicant is not in compliance with the policies and regulations as stated in the Facility Use Regulations and/or these Conditions of Facility Use, the City may cancel the reservation or revoke the permit upon notice to the applicant. All rental fees and security deposits will be deemed forfeited.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PARK FACILITY RESERVATION CANCELLATION POLICY

A. Reservations cancelled at least four **(4) months prior** to the event:

Rental Fees (if paid) — Full Refund  
Security Deposit -• Less 10% processing fee

B. Reservations cancelled at least two **(2) months prior** to the event:

Rental Fees (if paid) — 50% Refund  
Security Deposit — 50% Refund

C. Reservations cancelled less than two **(2) months prior** to the event:

When Rental Fees are paid:

Rental Fees — No Refund  
Security Deposit — Full Refund

When Rental Fees are not paid:

Security Deposit — No Refund

Notwithstanding the above policy, if the applicant is not in compliance with the policies and regulations as stated in the Facility Use Regulations and/or the Conditions of Facility Use, the City may cancel the reservation or revoke the permit upon notice to the applicant. All rental fees and security deposits will be deemed forfeited.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_