

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

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 <input type="checkbox"/> Non Profit
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Albert O. Little Community Center Artesia Park 18750 Clarkdale Avenue (562) 860-3361 <input type="checkbox"/> Entire Hall (300) <input type="checkbox"/> East Auditorium (150) <input type="checkbox"/> Southeast Auditorium (75) <input type="checkbox"/> West Auditorium with stage (150) <input type="checkbox"/> Meeting Room (Circle One: A or B) (40) <input type="checkbox"/> Outdoor Field Area — Sports <input type="checkbox"/> Outdoor Field Area — Non-Sports <input type="checkbox"/> Sports Courts (Circle One: Basketball/ Tennis/ Soccer) <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Unsheltered picnic area <input type="checkbox"/> Baseball Diamond (Circle one or more: 1/ 2/ 3/ 4/ 5/ 6) <input type="checkbox"/> Batting Cage	N. Artesia Community Center A.J. Padelford Park 11870 169 Street, Artesia (562) 407-1723 <input type="checkbox"/> All Purpose Room (120) <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom (Circle one or more: A/ B/ C) (20) <input type="checkbox"/> Field - Sports <input type="checkbox"/> Field - Non-Sports <input type="checkbox"/> Basketball Court <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Outdoor Field Area
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Equipment/Services: <input type="checkbox"/> Table No. _____ Round _____ Rectangular <input type="checkbox"/> Chairs No. _____ <input type="checkbox"/> Bases <input type="checkbox"/> Lights for fields or courts <input type="checkbox"/> Staff for field preparation	Other Facilities <i>Note: closures require separate City Council approval (see Condition 12).</i> <input type="checkbox"/> Streets _____ <input type="checkbox"/> Sidewalks _____ <input type="checkbox"/> Public Right of Way _____
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Nature of Event: (If a birthday, note age) (Events of 300+participants are subject to special permits and additional fees) _____ _____ _____ _____ _____	Date(s) Required: _____ Time (include Set Up/Clean Up): Set Up: _____ a.m./pm to _____ a.m./pm Event: _____ a.m./pm to _____ a.m./pm Clean Up: _____ a.m./pm to _____ a.m./pm
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Estimated Attendance: _____ Adults _____ Youth (12-18 years) _____ Children.
 Open to the Public Yes No
 Fundraising Event Yes No If yes, how will proceeds be used?

Entertainment Yes No Band DJ Radio/CD Player Other: _____
 Catering Yes No
 Caterer information: Company Name: _____
 Address: _____
 Telephone: _____
 City Business Number: _____

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Artesia, any other officers, agents, or employees from any liability, claim, or action for damages resulting from, or in any way arising out of the use of the facility or equipment, and will agree to abide by and enforce all rules, regulations, and policies governing the facility as set forth by the City of Artesia. Said applicant will accept all responsibility for any damages to premises, furniture, equipment, grounds resulting from use of the facility. I have read and agree to comply with the Facility Use Regulations, the Conditions of Facility Use and the Cancellation Policy. Any false or misleading information or failure to comply with the Facility Use Regulations and the Conditions of Facility Use shall be grounds for denying this application, cancelling the reservation or revoking the permit in accordance with the terms of the Facility Use Regulations.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

APPROVED **DENIED** **SIGNATURE** _____ **DATE** _____

Resident *	Non Resident *				
Security Deposit				\$	_____
Insurance Fee				\$	_____
Hourly Fee	\$ _____	x _____	Hour(s)	\$	_____
Recreation Staff	\$ _____	x _____	Staff x _____	Hours	\$ _____
Maintenance Staff	\$ _____	x _____	Staff x _____	Hours	\$ _____
Sheriff/Security	\$ _____	x _____	Officer(s) x _____	Hours	\$ _____
				TOTAL	\$ _____
SECURITY DEPOSIT	Date _____	Receipt _____	Payment \$ _____	Balance \$	_____
PAYMENT	Date _____	Receipt _____	Payment \$ _____	Balance \$	_____
					Balance Due by _____

Calendar Public Safety _____ Letter _____ Permit _____ Cancelled _____ Refund Initiated _____

Additional City Obligations and Duties for Event:

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: _____