

**CITY OF TEMPLE CITY
LIVE OAK PARK COMMUNITY CENTER USE POLICY**

FACILITY USE - General

The Community Center, under the administration of the Parks and Recreation Department, will be made available to recognized public/non-profit organizations for activities and programs that contribute to the social, cultural, human service, recreational, and civic needs and interests of the community. The City may charge rental fees to help defray maintenance, utilities, supervision and administrative expenses. All users must pay the required security deposit. Deposit will be refunded if, after inspection by City staff, the facility is left in an acceptable manner.

Qualifying User Groups

- City sponsored uses including Fee & Charge Classes, meetings, dinners, etc.
- Community sponsored youth or school district organizations (AYSO, PTA, Little League, etc.)
- Service clubs and organizations constituted primarily for the promotion of civic improvement (Kiwanis Club, Camellia Festival Committee, Chamber of Commerce, etc.)
- Organizations constituted to promote public adult recreation, education or welfare activities (TOPS, Senior Citizen clubs, etc.)
- Booster groups of youth recreation or educational programs
- Government agencies

The facility is not available for:

- Private parties, weddings, wedding receptions, birthdays, graduation parties, etc.
- Commercial organizations (for profit business or services)
- Uses that could cause damage to the facility, due to the type of event or set-up required
- Uses that would conflict with regularly scheduled City activities or conflict with stated hours

LIVE OAK PARK COMMUNITY CENTER FEE SCHEDULE

Reservations are not confirmed until all fees and deposits are paid. All fees paid prior to 15 working days before the scheduled event must be paid with cash or cashiers check.

Attendance	Meeting/ Assembly	Deposit
under 50	no fee	\$100
50 - 100	\$20 1st hour \$12 each additional hour	\$300
101 - 250	\$40 1st hour \$24 each additional hour	\$300
251 - 400	\$60 1st hour \$37 each additional hour	\$300

Attendance	Dining/ Banquet	Deposit
under 50	\$20 1st hour \$12 each additional hour	\$500
50 - 125	\$40 1st hour \$24 each additional hour	\$500
126 - 300	\$60 1st hour \$37 each additional hour	\$500
Kitchen Fee	\$25 per use	

Fees are per hour. Minimum of two-hour rental.

There is no rental fee for meetings (maximum attendance of 50). This type of rental would include board meetings, membership meetings, and other types of small meetings where the attendance is less than 50.

Organizations submitting requests for ongoing meetings are only required to post a one-time security deposit of \$100. If there is no damage to the facility, the deposit will automatically be rolled over to the next meeting date. If at any time there is damage, the applicant will be required to submit another \$100 deposit prior to the next meeting date.

The security deposit shall be returned if the following conditions are met:

- the facility is left in a satisfactory condition as determined by City staff;
- no City property is missing or damaged;
- the group leaves on time.

Note: *A \$25 per hour staff charge will be levied on all groups requesting use of facilities at a time when staff are not normally assigned.*

A \$25 fee will be charged for the use of the stage.

FACILITY RULES AND REGULATIONS

1. The Community Center is available for reserved use daily. The facility will not be available for reserved use after 5 p.m. on the last Sunday of each month. All building rentals and activities must cease by 10 p.m.
2. Any activity held at the Recreation Center will be conducted according to all laws and must conform to the written rules and regulations of the Parks and Recreation Department.
3. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use privileges. All fees and deposits previously paid will be retained by the City.
4. Alcohol use is not permitted in City parks. Exceptions to this policy may be made pursuant to Section 4400 of the municipal code.
5. The City reserves the right of full access to all activities, at any time, in order to insure that all rules, regulations, and City and State laws are being observed.
6. The user must obey instructions of City employee(s) on duty.
7. The City reserves the right to require official Sheriff Department personnel for security purposes, with additional charge to the renter, per discretion of the City Manager or designated representative.
8. All children attending an activity at the Community Center must be supervised by their family or by a designated adult chaperon.
9. Applicant is responsible for keeping all guests/participants in rented areas. Alcohol, if permitted, must be kept in designated area.
10. If decorations are contemplated for any program, they must be free standing, or placed on the tables. No group may tape, stick, staple or tack anything to the floors, walls or ceilings. Crepe paper, glitter and confetti are not allowed.
11. The Community Center is a non-smoking facility. User groups not in compliance with the no smoking policy are subject to loss of deposits and future rental privileges may be revoked.
12. Coffee and condiments are not provided by the City. The City does not provide linens, china, silverware, glassware, or serving dishes/utensils.
13. The facility must be left in a clean and orderly condition. The user group is responsible for minimal cleaning which includes removal of cups, bottles, place settings, and other items from tables and floors and placing it in trash cans; clean up of spills on tables, chairs, floors; and removal of any and all decorations. A clean up checklist will be provided. City staff will review the checklist with the responsible person. Damage must be reported to the staff on duty immediately.
14. The City reserves the right to cancel any reservations. When cancellations are necessary, the department will endeavor to give the group a ten (10) day notice.
15. Applicant assumes all liability for injuries to persons or property as a result of use and agrees to indemnify and hold the City of Temple City free and harmless from all liability imposed by law for injury to people or damage to property.
16. The user group must appear within sixty (60) minutes after the time specified on the application or permit will be cancelled and all fees forfeited.

17. There shall be no admission charge, no ticket sales and no collections or donations solicited except by advance permission from the Director of Parks and Recreation, or designated staff.
18. No storage of private property is permitted in the facility unless authorized by the Director of Parks and Recreation. The City does not assume responsibility in case of loss or damage to personal property. The City is not responsible for lost or stolen items.
19. Any request for use of the facility for a dance must be approved by the Parks and Recreation Commission.
20. Loudspeakers and/or amplified sound equipment must be reasonably used. Noise levels may not exceed 57 dBA and must comply with sections 9280-9284 of the Zoning Code. Requests from City staff to reduce volume must be honored. Failure to reduce the volume of noise or sound, which City staff determines to be offensive, will result in immediate revocation of facility use privileges. All fees and deposits previously paid will be retained by the City.
21. City owned equipment may be available for use at no additional charge. Any damage to City-owned equipment will be deducted from the security deposit. A \$25 fee will be charged for use of the stage.

RENTAL PROCEDURES

1. All groups requesting use of the Recreation Center must file a completed application in person at the Parks and Recreation Department at least five working days in advance. NO TELEPHONE RESERVATIONS WILL BE ACCEPTED. Reservations will be accepted up to one year in advance.
2. All reservations will be taken on a first come, first served basis. Reservations shall be issued in the order of receipt of application with deposit and full payment, subject to availability.
3. Reservations will only be issued to responsible adults who shall be in attendance at the function for which the application is made.
4. All applicants requesting use of the Recreation Center must meet the insurance requirements as stated in Administrative Policy No. 4.00. All applicants must furnish the City with original endorsements effecting insurance coverage unless specifically waived or modified by the City Council 30 days prior to use. The policy must be in an amount not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage; and \$1,000,000 products liability, if applicable. The insurance company providing coverage must be "admitted" in the State of California.
5. Reservations for the facility are not in effect until full payment, and all paperwork, including insurance, has been received by the Parks and Recreation Department.
6. The City requires staff at all functions in City facilities. Staff charges may be added to the fees depending on date and time requested.
7. When an event is cancelled by the applicant, the applicant may select another available date. If a satisfactory date cannot be arranged, and the request for cancellation is received no later than fourteen (14) calendar days prior to the scheduled event, a refund of the fees may be obtained upon written request to the Director of Parks and Recreation.
8. Any permit, which has been denied by the Parks and Recreation staff, can be appealed in writing to the Parks and Recreation Commission, which shall consider the appeal at their next regularly scheduled meeting. Request for a fee waiver must be presented to the Parks & Recreation Commission for consideration.