

RULES AND REGULATIONS FOR USE OF COMMUNITY ROOM

1. The Community Room is available for public use from 7:00 a.m. to 11:00 p.m. seven days per week. The maximum capacity of the Community Room is sixty (60) persons.
2. The Community Room is available on a reserved basis to Temple City groups and organizations for meeting purposes only. **Individual groups/organizations may reserve the room for no more than two events each month.** Youth groups must have at least one adult in the Community Room at all times for each twenty youths present. No commercial use of the facility is permitted.
3. A refundable security deposit of \$100 is required. 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
4. Groups/organizations desiring to reserve the Community Room must apply in person at the Parks & Recreation Department and complete the application form.
5. All reservations will be handled on a first come, first serve basis. The Parks & Recreation Department will maintain a calendar to log reservations in order to avoid conflicts. All applications will be accepted subject to the approval of the Parks & Recreation Director.
6. Once an application is approved, the Parks & Recreation Department will notify the applicant of approval. Reservations for the facility are not in effect until the Parks and Recreation Department has received all paperwork, including insurance coverage and security deposit.

The day of use (or on Thursday or Friday for weekend use) the applicant shall obtain a key for the Community Room from the Parks & Recreation Department. The applicant will be responsible for safeguarding the key and returning it to the Parks and Recreation Department the first business day after the use, or placing it on the table nearest the exit door in the Community Room before leaving the room after the event. City Hall hours are Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m.

7. No smoking is permitted in the Community Room at any time. No alcoholic beverages are permitted.
8. Food and/or beverages may be served in the Community Room. Food preparation (except for heating of already prepared foods) in the Community Room kitchen is not allowed. Applicants serving food/or beverages will be responsible for cleaning costs of floors, walls and furniture in the event of spills.
9. NO decorations, visual aids or other materials may be hammered, taped or stapled to the floors, walls, ceilings or doors of the Community Room and/or kitchen at any time.
10. The public restrooms adjacent to the Community Room will be available for use.
11. The telephone in the Community Room shall not be used except for emergency calls.
12. The Community Room and kitchen must be left in clean condition after each event. All trash is to be placed in receptacles; chairs and tables replaced in an orderly manner; and the kitchen cleaned. Any supplies left behind will be disposed of. Failure to return the Community Room to an orderly condition after an event will result in forfeit of deposit and termination of use privileges.
13. Applicants must check that all doors and windows are securely closed and locked and lights shut off before leaving the Community Room after an event. The exit doors on the south side of the room are self-locking when closed.
14. No storage of private property is permitted in the Community Room unless authorized by the Director of Parks and Recreation. The City will not be responsible for personal items that are lost, stolen or damaged.
15. All applicants requesting use of the Community Room 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 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.