



Community Recreation Division  
1527 Fourth Street, Room 106, Santa Monica, CA 90401  
310-458-8300, FAX 310-395-9683  
**KEN EDWARDS CENTER**

**General Rules for Use:**

1. Ken Edwards Center conference rooms are available for public gatherings such as conferences, forums, public hearings, training sessions, discussion groups, board meetings and other activities that promote the success of human service non-profit organizations.
2. Ken Edwards Center rooms are not available for any of the following uses:
  - Purposes prohibited by city ordinance, or by state or federal law
  - Political activities/Religious activities
  - Events which directly profit a commercial organization or individual
  - Private use
  - Recreational programming
3. Applicant may not sell items on Ken Edwards Center premises except in the case of non-profit fund raising upon advance approval of the Center Supervisor. No commercial advertising or soliciting.
4. Applicant agrees to leave the room(s) and furnishings in the condition that they were found. Applicant further agrees to accept liability for any damage to the facility, its furnishings or equipment caused by the organization's occupancy.
5. For groups composed primarily of youth under 18, applicant agrees to have one adult in attendance in a supervisory capacity for every fifteen youth. Adult groups must have a designated responsible person.
6. Applicants wishing to hang displays or decorations, or have music must first obtain permission from the Center Supervisor.
7. Applicants may not cause undue disruption to the operation of the Center and its tenants.
8. The serving of alcoholic beverages, smoking or use of illegal substances is prohibited.
9. The Ken Edwards Center may not be used as a mailing address for organizations or individuals.
10. All materials and equipment brought into the center must be removed after each event.
11. In the event an applicant fails to comply with any of the rules for use of Ken Edwards Center conference rooms, future use of the facility may be denied.
12. Applicant should notify the Ken Edwards Center Supervisor as soon as possible in the event a meeting is canceled. Fees, when applicable, will only be refunded if cancellation notification is received one week in advance. The City has the right to charge a cancellation fee to any group if the cancellation is made less than 24 hours prior to the scheduled meeting.
13. The Ken Edwards Center Supervisor reserves the right to cancel or re-assign meeting dates due to emergency requirements of the City of Santa Monica or the opportunity to support a human service meeting of great community benefit. Should a cancellation be necessary, fees will be refunded. Every effort will be made to locate alternate conference space should this become necessary.
14. Applicants must adhere to the approved meeting time. Please do not arrive early or remain late.



Community Recreation Division  
 1527 4<sup>th</sup> Street, Room #106, Santa Monica, CA 90401  
 Phone: (310) 458-8300 Fax: (310) 395-9683  
**KEN EDWARDS CENTER RENTAL/ROOM USE APPLICATION**  
 (A facility user certification form may be required)

Organization/Dept: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date/s of Event/s: \_\_\_\_\_ Day/s of Week: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 (Include clean-up time)

Title of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_  
 (To be posted on the door sign)

Is event open to the public? Yes / No

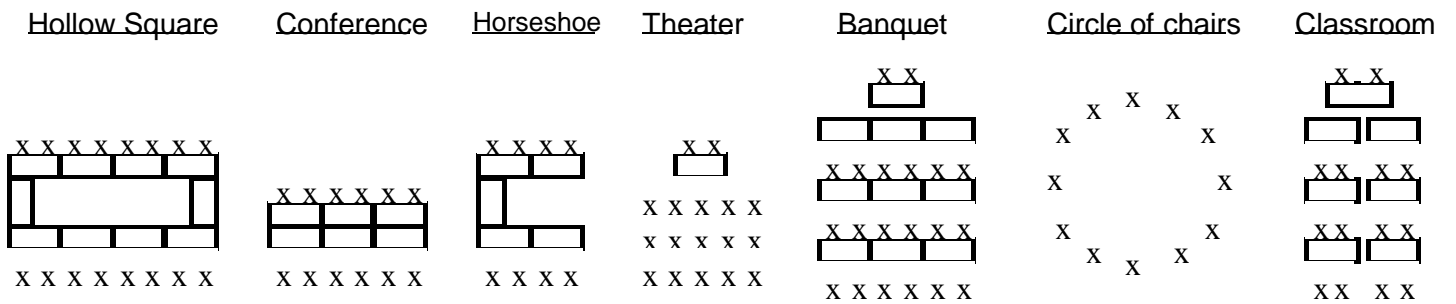
Description of Activity: \_\_\_\_\_

Any music planned? Yes / No If yes, please describe: \_\_\_\_\_  
 (Subject to City approval)

Indicate entrance fee or donation requested if any: \_\_\_\_\_

Will a caterer be delivering food? Yes / No If yes, name of caterer: \_\_\_\_\_

**Circle set up preference or describe other:** \_\_\_\_\_



**Equipment Request:** Slide Projector\_\_\_\_ Overhead Projector\_\_\_\_ Screen\_\_\_\_ Easel\_\_\_\_ Lecturn/mic\_\_\_\_

DVD/VCR/Monitor\_\_\_\_ Coffee Pot\_\_\_\_ Food Table\_\_\_\_ Recycle Bins\_\_\_\_ Assistive listening device\_\_\_\_

**GENERAL RULES AND FEE SCHEDULE**

Applicant certifies that he/she has read and agrees to abide by the Ken Edwards Center rules & fee schedule.

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



## KEN EDWARDS CENTER

### APPLICATION FOR USE OF CITY FACILITY AND WAIVER AND RELEASE OF LIABILITY AGREEMENT

**Do not sign this agreement until after you read it and made sure there are no blank spaces.**

Applicant \_\_\_\_\_ desires to use the \_\_\_\_\_ facility located at \_\_\_\_\_ on \_\_\_\_\_. In consideration of being permitted to use the facility, the undersigned applicant waives, releases and discharges the City of Santa Monica, its officers, agents, servants and employees (collectively "CITY") from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (collectively "damages") whether caused by the active or passive negligence of the CITY, while the undersigned Applicant is in, upon or about the facility premises.

Applicant also acknowledges, agrees and represents that he/she has or immediately upon entering will, inspect the premises and facility. It is further agreed that entry and/or use of the facility constitutes an acknowledgment that the facility and all equipment thereon have been inspected and that the Applicant finds and accepts the facility and equipment as being safe and reasonably suited for use. Applicant accepts the facility in its present condition, and is without representation or warranty by CITY as to the condition of the facility, or as to the use or occupancy which may be made of it. Applicant also waives, releases and discharges CITY from all liability for any loss or damage, including personal injury, death, property damage, medical expense and any other type of expense caused by the condition and/or maintenance of the facility or any equipment.

Applicant also agrees to release, hold harmless, defend and indemnify CITY from any and all liability for any loss, injury and/or damages to any third party arising out of the use of the facility by the third party pursuant to this application.

The undersigned Applicant further expressly agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

**Applicant certifies that he/she has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.**

**Applicant:** \_\_\_\_\_

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



**Community Recreation Division  
Ken Edwards Center  
Rental Fees**

<u>Room</u>	<u>Approximate Dimensions</u>	<u>Capacity Chairs only</u>	<u>Capacity Tables &amp; Chairs</u>	<u>Fee Category:</u>		
				<u>(A) 501-C3 or C4 Non-profit Organization</u>	<u>(B) Non-profit Sr Services</u>	<u>(C) Not For Profit</u>
103 or 104 or 105	18' x 26'	40	24/4 – 30/5	\$ 16.10	\$ 16.10	\$ 45.03
100A or 100B	20' x 30'	50	24/4 – 30/5	\$ 16.10	\$ 12.07	\$ 45.03
100A & 100B	30' x 40'	100	78/13	\$ 30.88	\$ 23.16	\$ 90.07
103 & 104 or 104 & 105	26' x 38'	80	60/10	\$ 30.88	\$ 30.88	\$ 90.07
103 & 104 & 105	26' x 60'	125	90/15	\$ 38.60	\$ 38.60	\$ 115.78

Please note:

**KEN EDWARDS CENTER PERMITTING RULES AND REGULATIONS**

1. Applications must be **received at least 10 calendar days prior** to the date of the event but no more than three months in advance. Permits issued subject to availability of facility and staff.
2. Payment is required **within 10 calendar days of approval notification**. Payments must be by check, credit card (Discover, Visa, MasterCard only) or money order, payable to the CITY OF SANTA MONICA and dropped off or mailed to Community Recreation Division, 1527 4th St., #106, Santa Monica, CA. 90401 Attn: KEC Rentals. **CASH WILL NOT BE ACCEPTED.**
3. Permits may be revoked by the Community and Cultural Services Department if there is a conflict with Departmental use. The Department will give timely notice of such a conflict.
4. Smoking is prohibited in City buildings.
5. Alcohol is prohibited in City buildings and on City property.
6. Chairs, tables and other City equipment cannot be removed from the building.
7. Rooms used must be left in a clean and orderly condition. All leftover food must be disposed of in outside trash bins or taken with you.
8. Sinks in the main kitchen and in the hall are available for use. Refrigerators are not available for use.
9. Expanded Polystyrene (Commonly known as Styrofoam) and clear or rigid polystyrene, both of which are marked with recycling symbol #6, are not acceptable to use for food preparation, service and/or storage.
10. **REFUNDS less a \$15 processing fee** will only be given when the cancelation request is received in writing at the reservation office at least **10 calendar days prior** to the permit date. Written refund request must include a copy of receipt or receipt number. Allow 4 weeks for processing.