



Community Recreation Division
1527 4th Street, Room #106, Santa Monica, CA 90401
Phone: (310) 458-8300 Fax: (310) 395-9683

PARK BUILDING RENTAL INFORMATION AND GENERAL RULES FOR USE

Users must agree to follow these Park Building General Rules, complete a Rental Application and Certification Form (if required). Liability insurance as specified by the City's Risk Manager may be required.

PERMITS

1. Park facility rooms may be available for rental **Monday-Sunday, 8:00am - 11:00pm**
2. Senior Recreation Center may be available for rental **Monday-Sunday, 6:00pm - 12midnight.**
3. 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.
4. Please allow **7 working days for your request to be processed** after receiving the completed application.
5. Issued in accordance with the Park Facility Usage Categories. Proof of residency (i.e. utility bills, driver's license) and/or non-profit status (501c3 certification) is required.
6. Not issued on City observed holidays not limited to but including **New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.**
7. May be revoked by the City if there is a conflict with City use.
8. May be revoked and/or denied in the future if there is any violation of these rules or any abuse of the privilege of using a park building or equipment.

RENTAL RATES, PAYMENTS AND REFUNDS

1. Payment is required within **10 calendar days of approval notification.** Payment must be made by check, money order (payable to the City of Santa Monica), or credit card. Cash will not be accepted.
2. Rates are per hour of use. All rentals must pay a minimum of 2 hours including set-up and clean-up time.
3. Facility will be closed and locked 30 minutes after permitted starting time if users do not show up.
4. Total hours requested must include set-up and clean-up time.
5. Rental period begins when the room is opened for you. You may not enter the room until the time designated on the permit.
6. The clean-up and load-out of equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.
7. Rental is for the designated room on permit only. The lobbies, hallways and parking lots are public access ways and not part of the rental. No tables, chairs, or other equipment may be placed outside of the rooms you have rented.
8. **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.



SET UP REQUIREMENTS, DAMAGE TO PARK PROPERTY, STORAGE OF EQUIPMENT

- Decorations are permitted that are not attached using nails, screws, adhesive, staples, scotch tape or any other method that may cause damage to the facility premises.
- The use of decorative candles, incense, oils or open flame are prohibited in park buildings and parks. All decorations must be flame proof and may need approval by an on-site inspector with the Santa Monica Fire Prevention Division. Birthday candles are permitted but must be immediately extinguished.
- Moon bounces are prohibited in park buildings and parks.
- Electrical or structural alterations to park property are not permitted. Chairs, tables, or equipment of any kind may not be removed from park buildings. Stringing of electrical lights is prohibited.
- Permitted groups may not store equipment and supplies in park buildings without expressed written permission from the City.
- Damage to park property will be paid for by the permit holder at a cost determined by the City. No subsequent permits will be considered until such payment is received.

SERVING OF FOOD, BEVERAGE AND USE OF KITCHENS

- Alcohol is prohibited in all park buildings. Any violation of this law could result in immediate cancellation of the event, forfeiture of deposits and denial of future permits for facilities.
- Rooms in park buildings must be left in a clean and orderly condition. All leftover food must be disposed of in outdoor trash bins or taken with you.
- Kitchens are NOT available for public use at Reed Park, Senior Recreation Center and Virginia Avenue Park.
- Any user group serving food to the general public must comply with all applicable State and Local Health Codes and obtain licenses and permits required by law.
- Kitchen appliances and equipment (i.e. refrigerators, stoves) are not available for public use at any park facility.

MISCELLANEOUS

- All meetings/events must comply with all Federal, State and Local laws.
- Smoking is prohibited in park buildings and parks.
- Animals, except trained service animals, are not permitted in park buildings.
- Groups composed primarily of minors must have 1 supervising adult on site for every 10 youth.
- Amplified sound is subject to City approval.
- Non-profit organizations may collect a nominal entrance fee or donation to cover the cost of the permitted function.
- Vending in parks is prohibited except as stated in section 6.36.030 of the Santa Monica municipal code.

Staff Initials _____ Date Received _____



PARK FACILITY RENTAL/ROOM USE APPLICATION (A Park Facility User Certification Form may be required)

City of Santa Monica, Department of Community & Cultural Services

For use of facilities at Douglas Park, Joslyn Park, Marine Park, Memorial Park, Senior Recreation Center, Euclid Park and Reed Park contact Community Recreation 1527 4th St. #106, Santa Monica, CA. 90401. Phone (310) 458-8300. Fax (310) 395-9683.

For use of facilities at Virginia Avenue Park (VAP) contact VAP directly at 2200 Virginia Avenue, Santa Monica, CA 90404 Phone: (310) 458-8688 Fax: (310) 399-4326

ORGANIZATION

CONTACT NAME: _____

ORGANIZATION ADDRESS: _____ CITY: _____ ZIP: _____

CONTACT ADDRESS: _____ CITY: _____ ZIP: _____

CONTACT DAY PHONE: _____ FAX: _____

CONTACT EMAIL: _____

FACILITY REQUESTED

Total hours requested must include set-up and clean-up times. Park facilities may be available Monday-Sunday, 9:00am-11:00pm and Senior Recreation Center, Monday-Sunday, 6:00pm-12midnight.

FIRST CHOICE: _____ ROOM REQUEST: _____

SECOND CHOICE: _____ ROOM REQUEST: _____

DATE(S) REQUESTED: _____ DAY(S) OF WEEK: _____

SET-UP TIME: _____ AM/PM EVENT START TIME: _____ AM/PM

END TIME: _____ AM/PM TOTAL HOURS REQUESTED: _____

TITLE OF EVENT/MEETING: _____

EXPECTED ATTENDANCE: _____

IS THE EVENT OPEN TO THE PUBLIC? YES/NO

DESCRIPTION OF ACTIVITY: _____

INDICATE ENTRANCE FEE OR DONATION REQUESTED IF ANY: _____

WILL FOOD BE SERVED AT THE EVENT/MEETING? YES/NO

DESCRIBE PLANNED MUSIC/AMPLIFIED SOUND IF ANY (Subject to City Approval): _____



ROOM SET-UP REQUEST

CIRCLE PREFERRED SET UP OR DESCRIBE OTHER: _____

Hollow Square

Conference

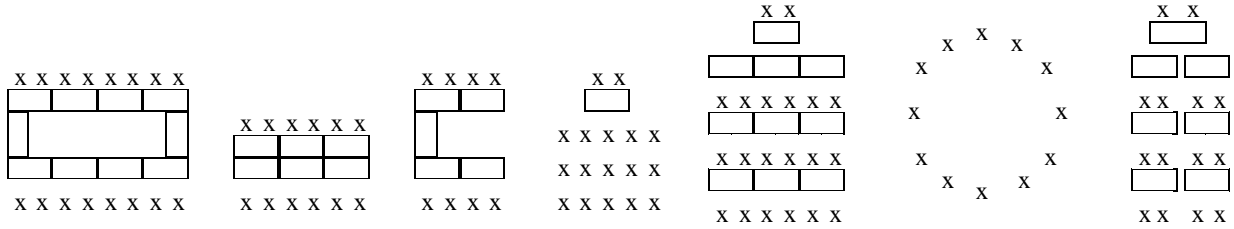
Horseshoe

Theater

Banquet

Circle of chairs

Classroom



Please list the number of chairs and tables requested for each set up.

CIRCLE OF CHAIRS _____ HOLLOW SQUARE _____ HORSESHOE _____

THEATRE _____ BANQUET _____ CLASSROOM _____

OTHER _____

GENERAL RULES AND FEE SCHEDULE

Applicant certifies that he/she has read and agrees to abide by the "General Rules" and fee schedule.

Please sign: _____

Notification of application approval and fees owed will be communicated by mail when time permits.

PAYMENT METHOD

APPLICATION FEE PAYMENT METHOD (Cash will not be accepted)

Payment Amount \$ _____ (check one) Check or Money Order (Payable to: *City of Santa Monica*)

Visa MasterCard Discover Card # _____ Exp. Date _____

Name on card (please print) _____

Billing address of credit card _____

Signature _____ Date _____



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: _____



Requirements for Food Service Containers at City Facilities: Includes meetings, activities, practices, games, events, etc.

As a friendly reminder, beginning February 9, 2007, all city facilities including permitted meetings, activities, practices, games, events, concessions, etc., were issued new requirements for the purchase and use of food service containers. It is pretty easy – keep the Styrofoam® or clear plastic food service containers, marked with a #6, out of all city facilities including park facilities and playing fields.

Help the city do its part, and if you want some tips or need assistance please visit www.smeprd.org/container or contact Josephine Miller of the Environmental Programs Division at 310.458-4925 or josephine.miller@smgov.net.



Expanded polystyrene (also known as Styrofoam®) and non-recyclable plastic together make up the largest amount of waste that ends up on Santa Monica's beaches. At the annual Coastal Cleanup Day, 10,000 volunteers came out to clean the beaches and in three hours picked up over 75,000 lbs. of trash, most of which was identified as Styrofoam® and plastic. Polystyrene is made from crude oil and when improperly disposed persists in the environment for hundreds of years.

This plastic waste causes significant environmental damage to the beach and marine environment. It can also harm marine animals and birds who mistake it for food. By banning these types of disposable plastic food containers, the ordinance will help to reduce the amount of these materials that pollute Santa Monica's beaches and the bay.

When does the ordinance take effect?

- February 9, 2007 for all city facilities and operations, city sponsored events, and permitted meetings, activities, practices, games, events, and concessions.
- February 9, 2008 for all food service providers in Santa Monica.

City of Santa Monica, Community and Cultural Services Department

Park Building Rental Fees

		Fee Category:							
		<u>Capacity</u>		(A)	(B)	(C)	(D)	(E)	(F)
		<u>Chairs/</u>	<u>Chairs</u>	<u>SM Based</u>	<u>Non-SM</u>	<u>SM Based</u>	<u>Non-SM</u>	<u>SM Based</u>	<u>Non-SM</u>
<u>Park</u>	<u>Room</u>	<u>Tables</u>	<u>Only</u>	<u>Non-Profit</u>	<u>Non-Profit</u>	<u>Community</u>	<u>Community</u>	<u>Business</u>	<u>Business</u>
Euclid Park	West #1	10/2	18	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Euclid Park	East #2	14/3	23	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Douglas Park	Club House	36/6	40	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Memorial Park	Cedar Room/CAB 1	36/6	40	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Memorial Park	Laurel Room/CAB 2	36/6	40	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Memorial Park	Craft Room	36/6	40	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Virg Ave. Park	Patio	36/6	40	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Senior Rec. Ctr	Patio	36/6	55	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Joslyn Park	Craft Room	36/6	40	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Memorial Park	Maple Room/CAB 3	42/7	46	\$10.60	\$21.21	\$18.55	\$37.11	\$42.41	\$57.26
Reed Park	Aud. West	42/7	46	\$10.60	\$10.60	\$18.55	\$18.55	\$42.41	\$57.26
Reed Park	Aud. East	42/7	46	\$10.60	\$10.60	\$18.55	\$18.55	\$42.41	\$57.26
Memorial Park	CAB 1/2 or 2/3	78/13	90	\$13.99	\$27.96	\$24.48	\$48.67	\$55.93	\$75.52
Reed Park	Auditorium	78/13	90	\$13.99	\$13.99	\$24.48	\$24.48	\$55.93	\$55.93
Senior Rec. Cntr	Addition	90/15	100	\$13.99	\$27.96	\$24.48	\$48.67	\$55.93	\$75.52
Senior Rec. Cntr	Auditorium	102/17	90	\$13.99	\$27.96	\$24.48	\$48.67	\$55.93	\$75.52
Joslyn Park	Auditorium	108/18	120	\$17.35	\$34.73	\$28.94	\$60.77	\$69.44	\$93.73
Marine Park	Auditorium	108/18	120	\$17.35	\$34.73	\$28.94	\$60.77	\$69.44	\$93.73
Virg Ave. Park	Workshop #3/Aud.	108/18	120	\$17.35	\$34.73	\$28.94	\$60.77	\$69.44	\$93.73
Memorial Park	CAB Room 1/2/3	126/21	130	\$17.35	\$34.73	\$28.94	\$60.77	\$69.44	\$93.73

Please Note:

- 1) Normal room rental hours of operation are 8:00am – 11:00pm daily, excluding City Holidays.
- 2) Virginia Avenue Park room rental hours of operation are: Saturday & Sunday from 9:00am – 11:00pm.
- 3) Based on availability, a staffing fee of \$14.60 per hour will be assessed for usage outside of operating hours.
- 4) Capacities vary by facility depending on square footage, placing of exits, amount of furniture and equipment in the room. Listed capacities are an approximation.
- 5) Rates for filming in park buildings are listed in exhibit (D).
- 6) Definitions for columns (A) – (F) are stated in the User Category sheet.
- 7) Rental fee waivers may be available for collaborative programs with the City, City sponsored programs, and SM based non-profit youth groups.
- 8) Non-SM rates for Reed Park are the same as SM rates due to Proposition A funding requirements.
- 9) Building rental and staffing fees are to be amended each July 1st by the annual consumer price index (CPI) adjustment except that any such administrative revision shall not be less than any annual cost of living adjustment provided to the employees of the City of Santa Monica through Memorandums of Understanding entered into between the City and the employees’ bargaining representatives for the comparable fiscal year, but in no event shall the annual administrative revision be less than zero percent (0%).
- 10) Insurances as determined by the City’s Risk Manager may be required.

Douglas Park: 2439 Wilshire Blvd.	Reed Park: 1133 7 th Street
Joslyn Park: 633 Kensington	Senior Recreation Center: 1450 Ocean Ave.
Marine Park: 1406 Marine Street	Memorial Park: 1401 Olympic
Virginia Avenue Park: 2200 Virginia Avenue	Euclid Park: 1525 Euclid Street