

**CITY OF MONTEREY PARK  
RECREATION AND COMMUNITY SERVICES  
320 WEST NEWMARK AVENUE, MONTEREY PARK, CA 91754**

**APPLICATION FOR USE OF FACILITIES**

Application Form MUST be filed at least 15 DAYS PRIOR TO PROPOSED USE. All questions must be answered fully and signed and dated or Application is VOID. FILING OF THIS APPLICATION DOES NOT GUARANTEE THE ISSUANCE OF A USE PERMIT

NAME OF ORGANIZATION:

ORGANIZATION'S ADDRESS: STREET CITY ZIP CODE

NAME OF APPLICANT: (print) PHONE #

APPLICANT'S ADDRESS: STREET CITY ZIP CODE

EMAIL ADDRESS:

REQUESTED DATE(S) OF USE: START & END TIME: NOT AFTER 11:00 P.M.  
Allow for Set-up and Clean-up time

TYPE OF ORGANIZATION:  Private  Government Agency  Non-Profit (In-town) # \_\_\_\_\_  Non-Profit (Out of town) # \_\_\_\_\_

PURPOSE FOR WHICH FACILITY WILL BE USED (MUST PROVIDE COMPLETE ACTIVITY INFORMATION):

CHECK ALL THAT APPLY: FOOD:  Served  Sold  N/A  
ENTERTAINMENT:  Yes  No If yes, what type? \_\_\_\_\_

FACILITY REQUESTED: (SEE BACK OF FORM) TOTAL EXPECTED ATTENDANCE: # OF MONTEREY PARK RESIDENTS EXPECTED TO ATTEND:

CHECK IF EVENT WILL BE OPEN TO:  Private/No Charge  Private/Charge  Public/No Charge  Public/Charge

I hereby certify that I, the undersigned, am authorized to act on behalf of the above named organization/group, that I have read, and understand rules and regulations governing the use of City of Monterey Park facilities as stated in Policy Information and that the above named organization/group will abide by those rules and regulations. I further certify that the above named organization/group and its officers and members agree to hold the City of Monterey Park, its officers, employees, agents, and Commissions free and harmless from any obligation, debt, claim, or responsibility in connection with said use of the City's facility and for said program/event.

SIGNATURE: DATE:

YOU WILL RECEIVE A "USE PERMIT" CONFIRMING THE RESERVATION OF THE FACILITY YOU HAVE SELECTED. IF THERE ARE ANY PROBLEMS WITH THE DATE AND/OR TIME YOU HAVE SELECTED, YOU WILL BE NOTIFIED IMMEDIATELY.

FOR OFFICE USE ONLY		FOR CASHIER'S USE ONLY	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	BY: _____	DATE: _____
<input type="checkbox"/> INSURANCE BY APPLICANT	<input type="checkbox"/> INSURANCE BY CITY		
	Fee	Account Number	
RENTAL	\$ _____	_____	
STAFF	\$ _____	_____	
CLEAN-UP DEPOSIT	\$ _____	_____	
INSURANCE	\$ _____	_____	
TOTAL FEE OF \$ _____ must be paid by (date of) _____ to City Hall cashier.			
COMMENTS:			

**CATALOG OF FACILITIES****CITY HALL**

CH1	Community Room
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**BARNES PARK & COMMUNITY CENTER**

BP1	Gymnasium
BP2	Pool
BP3	Softball Field
BP4	Memorial Bowl Stage
BP5	Memorial Bowl Classroom
BPS1	Picnic Shelter 1
BPS2	Picnic Shelter 2
BPS3	Picnic Shelter 3
BPS4	Picnic Shelter 4
BPS5	Picnic Shelter 5
BPS6	Picnic Shelter 6

**GEORGE ELDER PARK & COMMUNITY CENTER**

EP1	Gymnasium
EP2	Community Room (cap. 100)
EP3	Pool
EPS1	Picnic Shelter

**GARVEY RANCH PARK**

GP1	Main Room (cap. 100)
GP2	Baseball Diamond (SE)
GP3	Baseball Diamond (NW)
GPS1	Picnic Shelter 1
GPS2	Picnic Shelter 2
GPS3	Picnic Shelter 3

**HIGHLANDS PARK**

HPS1	Picnic Shelter 1
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**LA LOMA PARK**

LL1	Upper Baseball Field
LL2	Lower Baseball Field

**LANGLEY CENTER**

**Reservable Hours:**  
Monday - Friday, 6pm - 11pm  
Saturday/Sunday, 3pm - 11pm

LCMR	Main Room (cap. 260)
LCAB	Wing A & B (cap. 151)
LCR1	Room 1 (cap. 35)
LCFR	Friendship Room (cap. 75)
LCK	Kitchen
LCP	Patio

**SIERRA VISTA PARK**

SV1	Recreation Bldg (cap. 100)
SV2	Youth Ballfield

**SEQUOIA PARK**

SE1	Youth Ballfield
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**SERVICE CLUB HOUSE**

SCH1	Main Room (cap. 150)
SCH2	Annex (cap. 35)

## Facility Reservation Terms & Conditions

Pursuant to Monterey Park Municipal Code ("MPMC") Chapter 12.08, relating to use of City facilities, the City of Monterey Park ("City") grants permission to the Permittee to use a City facility at the place and time specified. In addition to the general terms and conditions contained in the MPMC, the use is subject to the following additional limitations:

In addition to rental fees: staff fees, insurance, security and/or cleaning deposit may be applied. These additional fees are subject to the nature of the event, estimated attendance and City policy.

1. **APPLICATION:** A completed "Application to Use Facilities" form when requesting to reserve a room. Applications must be submitted at least **15 working days** prior to scheduled date of use. The form must be signed by an adult who is the direct contact and responsible party for said reservation. Applications for picnic shelters will not be received any sooner than **90 days** prior to proposed use.
2. **HOURS OF OPERATION:** Facilities are available to rent between the hours of 8:00 am - 11:00 pm. Groups must clean-up and be out of the building by 11:00 pm. Reservations include the specific facility and the specific times as indicated on the application submitted.

Facilities are rented on an "as is" basis. The City does not provide any special clean-up or preparation for your group's function. Reservations do not include parking areas, adjoining open space, and restrooms that remain available to the general public to use. Please note that City personnel are entitled to enter any facility at any time.

3. **SET UP:** Permittees will not be granted access to scheduled facilities any earlier than start time submitted on your application. Therefore, please include and allow for any special set ups, deliveries, decorations, etc., which may be required prior to your scheduled event when completing your application for use of facilities.
4. **CLEANUP:** Permittee is responsible for the cleanup of any litter and/or debris, which may accumulate as a result of this reservation. All party-decorations shall be removed and properly disposed of by the end of the allocated time indicated on said permit.

Permittee is responsible for any/all cleanup as well as the return of the facility to the same condition as existed before the reservation. The city will retain security deposits where Permittee fails to provide adequate clean-up, at the discretion of the City. Should the City be required to expend funds for such cleanup to be performed, the Permittee will be billed upon the actual cost for services. Security Deposit may be required for certain events.

Note: Permittee may not store any equipment or supplies in the facility prior to or after the approved period of use as indicated on submitted applications.

5. **CANCELLATION:** If it is necessary for the applicant to cancel a reservation, the applicant must immediately notify the Recreation and Community Services Department. The City will retain Thirty percent (30%) of the reservation fee on all cancellations. Where cancellation is made within 15 working days of any scheduled reservation, the City will further retain security deposits associated with reservation in addition to the Thirty percent (30%) cancellation fee.

Permits may be revoked if there is a conflict with department use. The department will attempt to give timely notice of such conflict. Permits can be revoked and/or denied in the future if there is any abuse of the privilege of using a City building, facility, equipment or violation of the Monterey Park Municipal Code.

6. **REFUND POLICY:** Please allow 3 to 5 weeks for any refund to be processed, mailed and delivered
7. **ALCOHOL:** Unless otherwise permitted, it is unlawful for Permittee to allow the sale, serving or consumption of alcoholic beverages on public property in conjunction with the event.
8. **NOISE:** Permittee must comply with MPMC Chapter 9.53 regulating noise.
9. **REIMBURSEMENT FOR DAMAGES:** Permittee must reimburse City for any damages inflicted on City-owned facilities by Permittee.

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**Initials**

- 10. NON-TRANSFERABLE:** This Permit is not transferable or assignable. Any attempt to transfer the Permit will immediately terminate the Permit.
- 11. INDEMNIFICATION:** Permittee indemnifies, will defend (at City’s request and with counsel satisfactory to City), and holds City harmless from and against any claim, action, damages, costs (including without limitation, attorney’s fees), injuries, or liability, arising out of Permittee’s acts, errors or omissions, negligence, or wrongful conduct (regardless of City’s passive negligence, if any) in connection with this Permit, except for such negligence caused solely by City. For purposes of this section “City” includes the City of Monterey Park’s officers, officials, employees, agents, representatives, and volunteers.
- 12. INSURANCE REQUIREMENTS:** Permittee must obtain liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best’s Insurance Guide of not less than “A:VII.” The amount of insurance must be not less than \$1,000,000 per occurrence (*certain activities may require a higher insurance amount*). Such insurance will provide “occurrence” coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the Event. Insurance must name “*the city and the city’s elected and appointed officials, officers, and employees*” as additional insured under the coverage afforded. In addition, such insurance must be primary and noncontributing with respect to any other insurance available to the city, and will include a severability of interest (cross-liability) clause.  
**CERTIFICATES OF INSURANCE:** A copy of the policy or a certificate of insurance along with all necessary endorsements, in a form approved by the City’s risk manager, must be filed with City not less than 15 working days prior to the schedule event date unless the City for good cause waives the filing deadline or reservation will be subject to the city’s cancellation policy already noted above.
- 13. ADDITIONAL CONDITIONS AND REVOCATION:** City may amend this Permit to include additional conditions should the circumstances of the Event require such subsequent additions. In addition, this Permit may be revoked either orally or in writing should the Permittee or the conduct of the reservation violate the Permit’s terms or conditions.
- 14. EMERGENCY SUSPENSION OF EVENT:** The Recreation and Community Services Director and any sworn public safety officer may temporarily suspend the reservation if an emergency requires such action in order to protect public safety. Permittee and event participants must immediately comply with the suspending officer’s instructions.
- 15. ENFORCEMENT:** Should City determine it necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Permittee will be required to pay any and all costs of such legal action, including reasonable attorney’s fees, incurred by City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing will not apply if the Permittee prevails on every issue in the enforcement proceeding.
- 16. SIGNATURE REQUIRED:** Permittee, or its representative, must sign and return this original permit to the City of Monterey Park within three (3) business days from receiving this permit. Failure to do so will be deemed a withdrawal of the Permittee’s application.

By issuing this permit, the City of Monterey Park does not assume responsibility for any lost or stolen items and further of liability for claims, damages, or injuries, of whatever nature, which may arise from this work.

*I hereby acknowledge that I have read and understand the Facility Reservations Terms & Conditions.*

*Print name* \_\_\_\_\_

*Signature* \_\_\_\_\_

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