

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: <input type="checkbox"/> Private <input type="checkbox"/> Government Agency <input type="checkbox"/> Non-Profit (In-town) # _____ <input type="checkbox"/> Non-Profit (Out of town) # _____		
PURPOSE FOR WHICH FACILITY WILL BE USED (MUST PROVIDE COMPLETE ACTIVITY INFORMATION):		
CHECK ALL THAT APPLY: FOOD: <input type="checkbox"/> Served <input type="checkbox"/> Sold <input type="checkbox"/> N/A ENTERTAINMENT: <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Private/No Charge <input type="checkbox"/> Private/Charge <input type="checkbox"/> Public/No Charge <input type="checkbox"/> 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		
RENTAL	Fee	
STAFF	Account Number	
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)

RULES AND REGULATIONS FOR SHELTERED PICNIC RESERVATIONS

General Information

1. Facilities are available for rent between the hours of 6:00 a.m. to 10:00 p.m. Facilities are rented on an as is basis. The City of Monterey Park does not provide special clean up or preparation for your group's function.
2. Fees are \$101.80 per unit/section, at each site per day.
3. Use permit will become valid when payment of all fees due is made at the Recreation and Community Services Department. All fees must be paid at the time of reservation.
4. 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. If it is necessary for the applicant to cancel a reservation, the applicant must immediately notify the Recreation and Community Services Department. Thirty percent (30%) of the reservation fee will be retained on all cancellations. City personnel are entitled to enter any facility at any time. Refunds are mailed approximated four to five weeks once a cancellation is made.
5. A validated permit must be presented to authorized personnel on duty, at the facility to be used, on the date of use. Otherwise, permit is subjected to automatic cancellation and forfeiture of all fees paid.
6. All groups must pay a fee for reservations. This includes: church groups, youth groups, non-profit groups, etc.
7. Other areas of the park (no sheltered picnic areas, grass, playgrounds) are only available on a first come, first serve basis. *Groups must abide by the posted rules of the park and may not rope off areas to be reserved.*
8. Structured activities for minors must be supervised by responsible adults on the ratios of one adult per ten minors.
9. The Recreation and Community Services Department may require groups to provide security personnel.
10. If a picnic area is made unavailable due to rain, cancellation by city or damage to facility, an alternate date may be selected by user beyond the 90-day notice, or the user may receive a refund of fees paid.
11. Electrical outlets are provided at most shelters. However, power may not always be available.
12. Amplification of sound is not allowed. Radios are permitted. Sound should not exceed levels that may disrupt other park users.
13. Applicant/organization is responsible for enforcing and ensuring all attendees adhere to all LA County Health Officer Orders. Visit <http://publichealth.lacounty.gov/media/coronavirus/> to obtain the most current orders.

_____ *Initials*

CONDITIONS FOR USE FOR SHELTERED PICNIC RESERVATIONS

1. Enforcement of all Rules and Regulations, Ordinances and Laws in effect by the City of Monterey Park (Ordinance Nos. 12.04.010, 12.06.010, 12.06.020, 12.06.030, 12.06.040)
2. Every group using the facilities shall leave the same in good condition or pay the cost of cleaning and repairing the same. **Do not use staples when decorating.**
3. Permittee must make all physical setups and complete clean up within the time specified on the permit. Cleaning supplies such as: mops, brooms, etc. must be provided by the users of the facilities.
4. Any debris left from serving of refreshments or other activity must be emptied in containers outside of the building or removed from the premises. All decorations must be removed and discarded.
5. Alcoholic beverages are prohibited at all parks. (12.04.100)
6. Vehicles, skateboards, skates, bikes, and motorized scooters are not allowed on the park premises (12.04.130 & 12.04.140)
7. Moon bounce, jumper or bouncers, dunk tanks, animal's rides or automated rides are *not* allowed at parks.
8. No livestock allowed at parks. (12.04.020)
9. All property of permit groups must be removed from premises at the conclusion of each event.
10. Permittee agrees to reimburse the City of Monterey Park for any loss or damage to the City property occasioned by such use.
11. Any falsification of information may result in the loss of permit and/or deposit.
12. It is prohibited to bring or set off any firearms, firecrackers or other fireworks in any park or recreation center. (12.04.030)
13. It is prohibited to bring or to make campfires in any other places than areas provided by the Recreation and Community Services Department.
14. It is prohibited to camp or lodge for any period of time without prior permission from the Recreation Director and Park Maintenance Supervisor.
15. It is prohibited to sell or offer for sale any goods, merchandise or article of any kind. (12.04.110)
16. It is prohibited to practice, conduct or solicit for trade, occupation, business or profession whatsoever. (12.04.120)

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

Print name _____

Signature _____

Date _____