



CITY OF AZUSA

RECREATION AND FAMILY SERVICES DEPARTMENT

APPLICATION FOR USE OF FACILITIES
MEMORIAL PARK RECREATION CENTER

Decorating Time: Date: _____
Time: _____ am/pm to _____ am/pm

Application is hereby made for the use of:

Facility requested: Memorial Park Recreation Center Bouncer: Y/N :

Date of use: Hours: (From) a.m./p.m. (To) a.m./p.m. (7 Hours Max)

Name of Organization or Group: Non-Profit Organization #

Purpose for which facility is to be used:

Will funds be solicited? Admission charge?

(If "Yes" to either of the above questions, indicate why funds are being raised.)

Number in group? Maximum Capacity: Room # 5=90 people, Room #4=60 people

We, the undersigned, hereby agree to abide by and enforce all rules and regulations pertaining to use of recreational facilities established by the City of Azusa and the Azusa Parks and Recreation Commission.

Signed: Date:
(Official or authorized representative of group)

Printed name: E-Mail Address:

Address & City: Zip Code Ph. # () Cell # ()

ACTION BY DIRECTOR OF RECREATION AND FAMILY SERVICES DEPARTMENT:

Approved: Fee: Payment:

Special conditions:

Denied: Reason for denial:

Insurance Contract: Security Company: Set-Up Diagram:

Date: Signed:

Director of Recreation & Family Services Department

Applications may be obtained at the Azusa Recreation and Family Services Office at the Memorial Park Recreation Center, 320 N. Orange Place, Monday-Thursday, 7:00 a.m.-5:30 p.m.

(626) 812-5280 Fax# (626) 812-0321

GENERAL RULES AND REGULATIONS AND FEES

These rules and regulations apply to all individuals, groups and organizations using: **Memorial Park Recreation Center**

1. Applications must be submitted at least 6 weeks prior to date of use to ensure availability and proper consideration.
2. All functions shall be expected to close no later than 10:00 p.m. Allowance may be made in special circumstances. Rental time includes clean up. (7 Hour Maximum)
3. All fees must be paid at the Recreation Office at least **two weeks** before date of use or reservation will be forfeited. Please note office is open Monday-Thursday 7:00 a.m.-5:30 p.m.
4. Insurance is required to rent the Memorial Park Recreation Center. You must complete the insurance application and return it to the office to obtain a quote and make the insurance payment. A certificate of liability insurance must be received with payment of your event.
5. Security guards may be required at your party and the guards must be from one of the security companies from the City of Azusa’s list of Security Companies.
6. Applications for usage involving possible damage to City property may be denied. During the event, the person or persons signing the application shall be liable for damages resulting from such use.
7. The City will set up the tables and chairs. There are a total of 11 (8’) rectangular tables available to you. You must provide a diagram of where you want the tables and chairs. Any changing of building or room furniture is not permitted, except with the permission or supervision of the assigned staff representative.
8. If the use of the kitchen is involved, the kitchen must be left clean and ready for use the next day. You must provide your own serving utensils.
9. No intoxicants or narcotics shall be permitted on the premises; neither shall profane language, gambling, quarreling or fighting be permitted.
10. You are solely responsible and answerable for any accidents or injuries to persons or property. If damages or unruly behavior of your group occur, you may be denied further use of the facility as well as be expected to pay for additional damages.
11. The staff representative is responsible for the facility and may request police assistance at any time to enforce facility rules and regulations.
12. Regularly scheduled groups who fail to notify the Recreation Office of cancellations shall, after a repeat occurrence, automatically be taken off the calendar. For reinstatement, a new application must be submitted for approval.
13. Music is permitted.
14. Animals are not permitted in the building.
15. Parking must be in marked stalls.
16. The Memorial Park Recreation Center and park are non-smoking facilities.
17. Decoration and removal of decoration guidelines: (Must be followed prior to the party holder leaving the building).
 - a. We do not allow any tacks, nails or other hanging adhesive. Only painters tape will be allowed.
 - b. All decorations (balloons, props, streamers, tape, etc.) must be taken down and disposed of.
 - c. Any decoration hung from the ceiling must be removed.
 - d. Any pictures, streamers, bunting, etc. may be hung on the walls using painters tape.
 - e. Any confetti or anything similar must be removed from the floor.

RENTAL FEES:

Memorial Park	Rate During Normal Hours of Operation (Sat./Sun 12-4pm)	Rate Outside Normal Hours of Operation	Non-Resident Flat Fee	Office Use
Memorial Park Room #4	\$35/hr	\$45/hr	\$110	
Memorial Park Room #5	\$35/hr	\$45/hr	\$110	
Small Class Room	\$35/hr	\$45/hr	\$110	
Memorial Park Lounge	\$35/hr	\$45/hr	\$110	
Memorial Park Kitchen (FLAT FEE)	\$55			
Decorating Time	\$15/hr			
Cleaning Fee (FLAT FEE) (NON-REFUNDABLE)	\$55			
SECURITY DEPOSIT (REFUNDABLE)	\$200			
	TOTAL FEES DUE			