

GENERAL RULES AND REGULATIONS AND FEES

These rules and regulations apply to all individuals, groups and organizations using the: **Memorial Park North Recreation Center (NRC)**

1. Applications must be submitted at least 6 weeks prior to date of use to ensure availability and proper consideration.
2. The Security/Refundable Damage Deposit will be due within three weeks of the approval of your application. The balance of the fees is due 4 weeks before your date of use. **Requirements:** Copy of certificate of liability insurance, contract with the Security Company and contract for bartending service with Bashful Butler (if serving alcohol) must be submitted with final payment.
3. Cancellations must be made in writing 30 days before scheduled event. If cancellation is made less than 30 days prior to date of use, you will forfeit your Security/Refundable Damage Deposit. Regularly scheduled groups who fail to notify the Community Resources Department of cancellations shall, after a repeat occurrence, automatically be taken off the calendar. For reinstatement, a new application must be submitted for approval.
4. Failure to vacate the premises by the specified time may result in forfeiture of part or all of your Security/Refundable Damage Deposit.
5. Applications for usage, which involve the possibility of damage to City property, may be denied. During the event, the person or persons signing the application shall be liable for all damages resulting from such use.
6. The city will set up the tables and chairs. There are **(28)** 60" round tables or **(20)** 8' rectangular tables available to you with any combination of both tables for a total of **(32)** tables. 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.
7. If the use of the kitchen is involved, the kitchen and equipment must be left clean and ready for use the next day. Failure to comply will result in the Security/Refundable Damage Deposit not being returned.
8. You must provide your own coffee servers and all cooking and serving ware.
9. Candles may be used as decoration or centerpieces only with permit from the Fire Department. Please call the Fire Department for more information at (626) 334-0011. Also, use of smoke or fog machines is **not** permitted.
10. No intoxicants or narcotics shall be permitted on the premises; neither shall profane language, gambling, quarreling or fighting be permitted. Patrons' bringing in alcohol into the facility for consumption is strictly prohibited. (See penalty on #11) (For alcohol consumption please see #20)
11. 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 will forfeit your Security/Refundable Damage Deposit and you may be denied further use of the facility as well as be expected to pay for additional damages.
12. The staff representative is responsible for the facility and may request police assistance at any time to enforce facility rules and regulations. The party is restricted to the inside of the facility only. Should the party at any point leave the building, the police will be called and penalty #11 invoked.
13. 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)
14. The \$300 Security/Refundable Damage Deposit will be refunded by mail within 4-6 weeks after your event, once the staff representative has submitted the post party checklist.
15. Animals are not permitted in the building.
16. Parking must be in marked stalls.
17. The North Recreation Center (NRC) and park are non-smoking facilities. **No smoking or vaping allowed.**
18. 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 or windows must be removed.
 - d. Any pictures, streamers, bunting, etc. may be hung on the walls using painters tape.
 - e. Floor must be left clean of any and all trash.
19. Insurance is required to rent the North Recreation Center. You must complete the insurance application and return it to the office to receive a quote and make payment. A certificate of insurance is required with the final payment of your event.
20. Bar tending service through Bashful Butler at 626-445-5656 is required when alcohol is present at your event. A copy of the contract for bar service is to be provided with the final payment of your event.
21. 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. A copy of the contract is to be provided with the final payment for your event.

RENTAL FEES:

<i>Memorial Park North Recreation Center (NRC)</i>	Non-Profit Organizations	Other Groups	Non-Resident Flat Fee	Office Use
Memorial Park North Recreation Center	\$60/hr	\$75/hr	\$100	
Small Class Room/Computer Lab	\$30/hr	\$50/hr	\$100	
Kitchen (FLAT FEE)	\$50	\$75		
Staffing	\$30/hr	\$30/hr		
Decorating Time	\$15/hr	\$15/hr		
Cleaning Fee (FLAT FEE) (NON-REFUNDABLE)	\$225.00			\$225.00
Security/Refundable Damage Deposit (FLAT FEE)	\$300.00			\$300.00
TOTAL FEES DUE				