

**City of Glendora | Community Services Department**

116 East Foothill Blvd., Glendora, CA 91741

(626)914-8228 • CityOfGlendora.org

## APPLICATION FOR USE OF CITY FACILITIES

Check Desired Facility:

**AMERICAN LEGION BUILDING**

Main Hall \_\_\_\_\_

Patio Room \_\_\_\_\_

**LA FETRA CENTER**

Oak/Elm \_\_\_\_\_

Sage Room \_\_\_\_\_

**BIG DALTON CAMPGROUND**

Campground \_\_\_\_\_

Fire Ring \_\_\_\_\_

**ROTARY SCOUT HUT**

North Side \_\_\_\_\_

South Side \_\_\_\_\_

**BIG TREE PARK**

Gazebo \_\_\_\_\_

**TEEN CENTER**

Route 66 Room \_\_\_\_\_

Foothill Room \_\_\_\_\_

Gymnasium \_\_\_\_\_

Game Room \_\_\_\_\_

**EQUESTRIAN CENTER**

Riding Ring \_\_\_\_\_

### EVENT DETAILS

NAME OF APPLICANT: \_\_\_\_\_ EVENT TYPE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ am/pm END TIME: \_\_\_\_\_ am/pm

SET-UP TIME: \_\_\_\_\_ TO \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

### CONTACT INFO

CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Are you charging admission? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please specify amount: \_\_\_\_\_

What will proceeds be used for? \_\_\_\_\_

Will alcoholic beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, will they be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

*(PLEASE NOTE: Alcohol is only permitted at the American Legion Building, Crowther Teen & Family Center and La Fetra Center)*

How did you hear about us? \_\_\_\_\_

### FOR DEPARTMENT USE ONLY

- PAID IN FULL                       INSURANCE  
 LAYOUT COMPLETE                 FIRE PERMIT

**HARMLESS AND INDEMNIFICATION AGREEMENT**

WHEREAS, the City of Glendora has granted permission to the undersigned to use the City facilities, and;

WHEREAS, in consideration of the use of City facilities the undersigned is willing to hold the City of Glendora harmless and indemnify it against liability as described below;

NOW, THEREFORE, the undersigned hereby agrees as follows:

1. That neither the City of Glendora nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the City facilities.
2. That the undersigned shall fully indemnify, defend, and hold the City of Glendora harmless from any and all liability or claims of liability for injury to person or property occurring with the use of the City facilities.
3. I have read the entire rental packet and am fully aware of my responsibilities to the City facilities and the City of Glendora.

**Name of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**FOR DEPARTMENT USE ONLY**

**APPROVED**       **DENIED**

\_\_\_\_\_  
**SIGNATURE OF APPROVING OFFICIAL**

## FACILITY RULES AND REGULATIONS

### 1. INSURANCE

The Facility user must provide the City of Glendora with a Certificate of Insurance for general liability issues in the amount no less than \$1,000,000 for bodily injury and property damage, naming the City of Glendora as additional insured and **MUST** specify the following language: “It is hereby understood and agreed the The City of Glendora, its elected and appointed officials, employees and/or agents, are added as an additional insured”. Incorrect Certificates will not be accepted. Such Certificate of Insurance can be obtained from a homeowner's insurance policy or carrier. All Certificates of Insurance **MUST** be turned in (30) thirty days prior to scheduled event. If the facility user is unable to obtain a Certificate of Insurance, the user will be required to purchase Special Event Liability Insurance through the City of Glendora Finance Department.

The facility user shall indemnify and hold the City of Glendora, and it's employees and agents and the property of the City of Glendora, free and harmless from any and all liability, claims, loss, damages, or expenses, including attorney fees and costs, arising by reason of death or injury of any person, including any person who is an employee, agent or individual participating in the event of/with applicant, or by reason of damage to or destruction of any property, including property owned by City of Glendora or any person who is an employee or agent of applicant, caused by (1) any cause whatsoever while that person or property is in or on the City of Glendora property or in any way connected with the City of Glendora property or with any improvements or personal property on the City of Glendora property; (2) some condition of the City of Glendora property of some building or improvement on the City of Glendora property; (3) some negligent act or omission on the City of Glendora property or any person in, on, or about the City of Glendora property with the permission and consent of City of Glendora or applicant; or (4) any matter connected with applicant's occupation and use of the City of Glendora property.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

### 2. ALCOHOL

The serving of alcoholic beverages is allowed only in the American Legion Building, La Fetra Center, and Crowther Teen & Family Center and must be authorized by the Director of the Community Services Department or designee, and in accordance with the following conditions:

- a. Groups of individuals wishing to serve alcoholic beverages must submit a facility request application to the Community Services Department, at least (30) thirty working days prior to scheduled event.
- b. If alcohol will be sold at the event, a one-day alcoholic beverage use permit must be obtained through the State of California Alcohol Beverage Control (A.B.C.) Board, 222 E. Huntington Dr, Monrovia, CA 91016 or by phone at (626) 256-3241. An individual may obtain a permit through an authorized caterer. Non-profit, tax-exempt groups may apply for a one-day permit directly through A.B.C. Only a person possessing a current, valid license from A.B.C. may sell alcohol. It is the responsibility of the renter to ensure this license is displayed at the rental site during entire event.
- c. If alcohol is to be sold the applicant must obtain insurance covering liquor liability. The applicant can purchase a Certificate of Insurance from the City of Glendora or provide their own homeowner's policy. The Certificate must be in the amount of no less than \$1,000,000 naming the City of Glendora as additional insured, such Certificate must signify "Liquor liability". Incorrect Certificates will not be accepted. This permit must be posted at the bar during time of rental. **NO EXCEPTIONS!**
- d. No Alcoholic beverages are allowed in any City parks. (GMC 9.20.060)
- e. If the application is approved, the applicant must abide by all requirements of A.B.C. and the City of Glendora.
- f. All consumption of alcoholic beverages in a designated City facility must cease one hour prior to the event ending. Alcohol must be consumed only in the portion of the American Legion Building that is rented.
- g. No alcoholic beverages may be brought in by individual guests.
- h. Persons under 21 years of age may not serve alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State law and regulations of the A.B.C. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests for facility use.
- i. The responsibility for obtaining all permits will be the duty of the applicant.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

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**3. SMOKING**

Smoking of tobacco, or any other substance, is prohibited in all public facilities. Staff will call the Police Department should there be continuation of smoking after a verbal warning. Lack of compliance will result in renter losing their right to rent the facility in the future, and the facility event will, at that time, be shut down. Smoking is permitted outside in designated areas **ONLY**.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**4. HOURS OF OPERATION**

- a. All activities must cease at by 11:00pm for the American Legion Building, the La Fetra Center and the Crowther Teen and Family Center. Premises must be vacated by 12 midnight (This includes cleanup time). An additional fee will incur of \$20/hr, which will be deducted from the security deposit, for staff time for any time spent after scheduled end/12 midnight.
- b. The Rotary Scout Hut will be available for scout meetings Monday through Friday only. All meetings must end, and the building vacated, by no later than 9:00pm. An additional fee will incur of \$20/hr, which will be deducted from the security deposit, for staff time for any time spent after scheduled end/9:00pm. Rules are subject to change without notice.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**5. REGULATIONS**

- a. Applicant is responsible for keeping all guests/participants in rented area. Guests/Participants are not allowed in non-rented areas. Alcohol must remain in designated areas (**American Legion Building, La Fetra Center, and Teen Center Only**).
- b. Gambling, use of profane language, loud boisterous talking or improper conduct will not be permitted.
- c. The City of Glendora is not responsible for any lost or stolen items.
- d. No equipment or furnishings shall be moved/removed from the premises without permission by the Director of Community Services Department.
- e. The City of Glendora reserves the right of full access to all activities at any time in order to insure that all rules, regulations, and City/State laws are being observed.
- f. The facility **MUST** be left in a clean and orderly condition. Staff will inspect the building at the end of your event. Any damages must be reported to the staff person on duty immediately. Renters of any Picnic/Shade Structure must remove any decorations and/or tape used. **Absolutely no duct tape is permitted.**
- g. The user must obey instructions of the City rental attendant on duty.
- h. The applicant is responsible for reimbursing the City for damaged or missing items. In order to recover costs, the City of Glendora will pursue all collections and legal remedies at its disposal to recover costs for damaged or missing items. This includes deducting fees for damaged or missing goods from the security deposit.
- i. Applicant must sign the "Harmless and Indemnification Agreement" and assume all liability for damage to, or theft of, City property.
- j. Any accident occurring in a City facility, which causes injury to any individual, must be reported to the person on duty immediately.
- k. All City ordinances must be observed.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**6. BIG DALTON USE**

- a. The restrooms and campground area must be kept clean at all times. Before leaving, all trash must be placed in the bear proof trash can that are provided in the campground area. Do not burn trash. Groups failing to secure their trash will lose future use of this facility.
- b. No open fires are permitted unless in the fire ring with a valid fire permit.
- c. If using the fire ring, you must obtain a fire permit from the Los Angeles County Fire Department Station located at 520 Amelia Ave. Glendora, CA 91741. This is the fire station that governs the Big Dalton area and is the only station that you will be issued a fire permit for this area. You must also bring your own shovel and hose. We will provide a quick coupler to hook your hose up to put out the fire in the fire pit.

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- d. Cooking is permitted in the campground area only with the following limitations:
  - i. Portable charcoal braziers or portable cooking units may be used.
  - ii. You may bring your own BBQ as long as it is placed in the picnic area away from the mountain side and any brush.
  - iii. Do not burn if windy conditions exist.
  - iv. Never leave fire unattended.
  - v. All live coals must be extinguished before leaving.
- e. Parking is limited to 20-25 vehicles.
- f. All users must observe and obey all posted signs.
- g. The Community Services Department is open Monday through Friday, 8:00am to 5:00pm. Payment of deposit, fees, etc. must be made on or before the last working day prior to your activity. Keys will be issued the last working day before use and must be returned the first working day after use.
- h. Authorized youth groups camping overnight must be supervised at a minimum ratio of one adult for every ten youth.
  - i. In case of fire or emergency, call 911.
  - j. Persons in charge of organized groups must have an attendance roster with them at all times so that an immediate check can be made in time of an emergency.
  - k. The gate is closed and locked at dusk. Each time someone from your party enters or leaves, they must close and lock the gate behind them.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

### 7. RESERVATION

- a. A reservation consists of filing of application and payment.
- b. Applications shall be issued only to responsible adults, 18 years and older, who shall be in attendance at the function for which application is being made. If application is made for alcohol use, the individual must be over 21 years of age.
- c. All reservations will be taken on a first-come, first-serve basis.
- d. Reservations may be made at:
  - Big Tree and Big Dalton: 116 E Foothill Blvd
  - La Fetra Center: 333 E Foothill Blvd
  - Crowther Teen & Family Center: 241 W Dawson Ave
  - American Legion Building: 159 N Cullen Ave
- e. Fees may be paid by cash, Visa/Master Card, money order, or check (made payable to the City of Glendora). The person renting the facility must pay all fees. Programs and fees are subject to change without notice. There will be a \$35 charge on all returned checks; cash or money order will only be accepted thereafter.

**SPECIAL NOTE:** If the Community Services Department representative has not opened the facility by the requested time for the American Legion Building or Teen Center, please contact the Recreation Superintendent Annie Warner at (626) 975-6385. For the La Fetra Center contact Community Services Coordinator Jennelle Markel at (909) 896-3318. The facility will not be opened prior to the specified rental time period.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

### 8. FEES AND PERMITS

- a. All applications for use of City facilities shall be processed by the Glendora Community Services Department, subject to the availability of facilities.
- b. Reservations to use City facilities are not in effect until a deposit has been submitted.
- c. Certificate of Insurance or Special Event Liability Insurance **must** be turned in (30) thirty days prior to scheduled event. If certificate is not received, reservation is subject to cancellation.
- d. Dates may be reserved up to (12) twelve months in advance.
- e. Balance of all fees **must** be paid (30) thirty days prior to scheduled event. If fees are not paid, reservation is subject to cancellation.

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**9. CANCELLATION**

Cancellation of reservations must be made within (30) thirty days of scheduled event to receive a refund, minus the booking fee. If cancellation is made less than (30) thirty days of the event, the applicant will forfeit the full amount of the security deposit and the retainer fee.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**10. REFUNDS**

- a. The security deposit will be held until after the scheduled event. If the facility is left in proper condition, the security deposit will be refunded in full; however, if anything in the building is left damaged or broken, the entire security deposit, or a portion thereof, will be forfeited to the City.
- b. Refunds for all facility reservations will be charged a \$10 dollar service fee in addition to forfeiting the security deposit (Big Dalton refunds will only be charged the \$10 service fee). Requests for refunds must be done between normal business hours. If the facility is outdoors and there is an event of rain, the applicant must notify Community Services on the next business day or money is forfeited.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**11. KITCHEN**

- a. All groups/persons using the kitchen facility must leave the kitchen clean and orderly after use.
- b. Groups/persons using the kitchen must furnish their own dishes, silverware, cooking utensils, towels, and soap.
- c. The City reserves the right to remove a caterer from future use of the facility if they do not clean the kitchen in accordance with county health codes and the standards established by the City.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**12. DECORATIONS**

- a. No nails, tacks, candles, or other materials considered harmful or defacing to the building will be permitted. No birdseed, confetti, rice, etc., may be used in or adjacent to the city facilities or parking facility.
- b. If additional equipment is desired, it can be brought in at the renter's expense during the time the applicant has rented the facility; however, all equipment brought in must be removed from the premises during the allotted time the building is rented to the applicant. If the equipment is not removed during the time the facility is rented, the security deposit will be forfeited to the City.
- c. Any equipment to be brought into facility must have prior approval of the Community Services staff.
- d. The City will not be held responsible for any decorations/items left behind. If decorations/items are left behind the City has the right to throw them away.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**13. STAFF** (*Legion Building, La Fetra Center and Teen Center Only*)

- a. City policy requires there to be one Community Services staff persons present per every 75 guests at all times.
- b. Staff's primary responsibility is to maintain the security and integrity of the building.
- c. Other responsibilities of the staff include: setting up/taking down tables and chairs and temperature control.
- d. Staff is not responsible for: cleaning, serving, decorating, childcare, or any other duties related to rental party responsibilities.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**14. DESIGNATED RESPONSIBLE PERSON**

The person who fills out the application is the only one that can make decisions regarding the facility and rental party, and must be present and available before, during, and after the event. If applicant is not present, you will forfeit the security deposit.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**\*\*I have fully read and understand all of the facility rules and regulations for the facilities. I also understand that any rules broken by me or any other persons at the event that I am hosting, may result in event cancellation and forfeiture of all fees paid.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of City Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_