



# PARK FACILITY RENTAL/ROOM USE APPLICATION (A Park Facility User Certification Form May be Required)

City of Santa Monica, Department of Community & Cultural Services

**Virginia Avenue Park facilities** may only be rented one day per month per applicant. For use of the facilities at Virginia Avenue Park (VAP), call (310) 458-8688 for availability then complete this application and submit to 2200 Virginia Avenue, Santa Monica, CA 90404 via fax (310) 399-4326 or email [vap.mailbox@smgov.net](mailto:vap.mailbox@smgov.net). For more information visit our website at <http://www.smgov.net/vap>.

**For use of facilities at Reed Park, Douglas Park, Palisades Park, Joslyn Park, and Memorial Park** contact the Community Programs Division at 2600 Ocean Park Blvd., Santa Monica, CA 90405, please call (310) 458-8300 or visit their website [www.smgov.net/parks](http://www.smgov.net/parks) for their application and rental information.

**ORGANIZATION** If applicable \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT DAY PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

**FACILITY REQUESTED** \_\_\_\_\_ Virginia Avenue Park rooms may be available for rental Saturday or Sunday, 8:00am - 10:00pm.

ROOM REQUEST: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ DAY OF WEEK: Sun Mon Tue Wed Thu Fri Sat

SET-UP STARTS: \_\_\_\_\_ AM/PM CLEAN-UP ENDS: \_\_\_\_\_ AM/PM

EVENT START TIME: \_\_\_\_\_ AM/PM EVENT END TIME: \_\_\_\_\_ AM/PM

TOTAL HOURS REQUESTED: \_\_\_\_\_ **Total hours requested must include set-up and clean-up times.**

EVENT/MEETING NAME: \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_

IS THE EVENT OPEN TO THE PUBLIC?  YES  NO

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

INDICATE ENTRANCE FEE OR DONATION REQUESTED IF ANY: \_\_\_\_\_

WILL FOOD BE SERVED AT THE EVENT/MEETING?  YES  NO

DESCRIBE PLANNED MUSIC/AMPLIFIED SOUND IF ANY (Subject to City Approval): \_\_\_\_\_

**ROOM SET-UP REQUEST**

Indicate preferred set-up (check one). Please note that you can move tables when you arrive.\*

|                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |
| <u>Hollow Square</u>     | <u>Conference</u>        | <u>Horseshoe</u>         | <u>Theater</u>           | <u>Banquet</u>           | <u>Circle of chairs</u>  | <u>Classroom</u>         |

  

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|--|--|--|--|--|--|--|

Please list the number of chairs and tables requested for set up. \_\_\_\_\_ Tables \_\_\_\_\_ Chairs

\*Special set-ups are not available. You may re-arrange tables when you arrive.

**FEE SCHEDULE and GENERAL RULES**

Fees effective 10/01/13. **Hourly Rates Below...**

| <u>Room</u> | <u>Max Capacity</u>  | <u>Santa Monica</u> |               | <u>Other</u> |
|-------------|----------------------|---------------------|---------------|--------------|
|             | <u>Chairs / Tbls</u> | <u>Non-Profit</u>   | <u>Renter</u> |              |
| Patio       | 36 / 6               | \$ 13.00            | \$ 26.00      | \$ 37.00     |
| Workshop #3 | 100 / 18             | \$ 26.00            | \$ 52.00      | \$ 74.00     |

Applicant certifies that he/she has read and agrees to abide by the "General Rules" and fee schedule.

Please Sign: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Notification of application/permit approval and fees owed will be communicated by mail.

**PAYMENT METHOD - Cash Is Not Accepted**

Check or Money Order made Payable to the **City of Santa Monica**

Visa  MasterCard  Discover # \_\_\_\_\_ Please call office with this information. Exp. Date \_\_\_\_\_

Name on card (please print) \_\_\_\_\_ Please call office with this information. CVV Code \_\_\_\_\_

Billing address of credit card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

|  |                                      |
|--|--------------------------------------|
| Approved Certification Form On File _____  | Proof of Residency on File _____     |
| Waiver & Release of Liability Signed _____ | General Rules Signed _____           |
| Payment Received By Staff _____            | Credit Card Transaction ID No. _____ |
| Permit Granted by: _____                   | Date: _____                          |

**APPLICATION FOR USE OF CITY FACILITY  
AND WAIVER AND RELEASE OF LIABILITY AGREEMENT**

**Please read before signing.**

Applicant \_\_\_\_\_ desires to use the \_\_\_\_\_ facility located at Virginia Avenue Park, 2200 Virginia Avenue, Santa Monica, CA 90404 on \_\_\_\_/\_\_\_\_/\_\_\_\_. In consideration of being permitted to use the facility, the undersigned Applicant waives, releases, and discharges the City of Santa Monica, its officers, agents, servants and employees (collectively "CITY") from all liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense (collectively "damages") whether caused by the active or passive negligence of the CITY, while the undersigned Applicant is in, upon or about the facility premises.

Applicant also acknowledges, agrees and represents that he/she has or immediately upon entering will, inspect the premises and facility. It is further agreed that entry and/or use of the facility constitutes an acknowledgment that the facility and all equipment thereon have been inspected and that the Applicant finds and accepts the facility and equipment as being safe and reasonably suited for use. Applicant accepts the facility in its present condition and is without representation or warranty by CITY as to the condition of the facility, or as to the use or occupancy which may be made of it. Applicant also waives releases and discharges CITY from all liability for any loss or damage, including personal injury, death, property damage, medical expense and any other type of expense caused by the condition and/or maintenance of the facility or any equipment.

Applicant also agrees to release, hold harmless, defend and indemnify CITY from any and all liability for any loss, injury and/or damages to any third party arising out of the use of the facility by the third party pursuant to this application.

The undersigned Applicant further expressly agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

**Applicant certifies that he/she has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Department of Community and Cultural Services Park Building Rental Information General Rules

Users must agree to follow these Park Building General Rules, complete a Rental Application and Certification Form (certification form is required for non-profit applications). Liability insurance as determined by the City's Risk Manager may be required. Park building rooms are not available for commercial ventures.

### PERMITS

- Virginia Avenue Park rooms may be available for rental Saturday or Sunday, 8:00am - 10:00pm.
- Based on availability, a staffing fee of \$15.95 per hour will be assessed for usage outside of operating hours.
- **Applications must be received at least 14 days prior to the date of the event but no more than three months in advance.** Permits issued are subject to availability of facility and staff.
- Please allow 10 working days after City receives the completed application for your request to be processed.
- Permits are issued in accordance with the Park Facility Usage Categories. Proof of residency (i.e. utility bills, driver's license) and/or non-profit status (501c3 certification) is required for Santa Monica and non-profit applicants.
- Permits are not issued on holidays including New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.
- Permits may be revoked by the City if there is a conflict with City use.
- Permits may be revoked and/or denied in the future if there is any violation of these rules or any abuse of the privilege of using a park building or equipment.

### RENTAL APPLICATION, RATES AND REFUNDS

- Full payment is required at time of application and must be made by check, money order (payable to the City of Santa Monica), or credit cards. Cash will not be accepted.
- Rates are per hour of use. All rentals must pay a minimum of 2 hours including set-up and clean-up time.
- Facility will be closed and locked 30 minutes after permitted starting time if users do not show up. Refunds due to later arrivals or no shows will not be granted.
- Total hours requested must include set-up and clean-up time.
- Rental period begins when the room is opened for you. You may not enter the room until the time designated on the permit.
- The clean-up and load-out of equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.
- Rental is for the designated room on permit only. The lobbies, hallways and parking lots are public access ways and not part of the rental. No tables, chairs, or other equipment may be placed outside of the rooms you have rented. Kitchens are NOT available for public use at Reed Park, Senior Recreation Center and Virginia Avenue Park.
- **REFUNDS less a \$15 processing fee will only be processed when the cancellation request is received in writing by the reservation office at least ten calendar days prior to use. Written refund request must include a copy of the permit and/or receipt. Allow 4 weeks for processing. Emails are accepted at [vap.mailbox@smgov.net](mailto:vap.mailbox@smgov.net).**
- If Santa Monica resident, business or non-profit organization rate is being requested, the applicant must submit proof of address (gas or electric bill) and must also be the payer.

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Applicant Initials

## **SET UP REQUIREMENTS, DAMAGE TO PARK PROPERTY, STORAGE OF EQUIPMENT**

- Decorations only allowed on table tops. Decorations using nails, screws, adhesive, staples, scotch tape or any other method are not allowed. Decorations on walls, glass, from ceilings, or ceilings fans are not permitted. All decorations must be flame proof and may need approval by an on-site inspector with the SM Fire Dept. Birthday candles are permitted but must be immediately extinguished.
- The use of decorative candles, incense, oils, propane or open flame is prohibited in park buildings and parks. Caterers using any of type of flame or propane are prohibited. Warming food with sterno cups is permitted.
- Electrical or structural alterations to park property are not permitted. Chairs, tables, or equipment of any kind may not be removed from park buildings. Stringing of electrical lights is prohibited.
- Permitted groups may not store equipment and supplies in park buildings without expressed written permission from the City.
- Damage to park property, including foliage, will be paid for by the permit holder at a cost determined by the City. Piñatas hung from trees are not allowed. No subsequent permits will be considered until such payment is received.

## **SERVING OF FOOD, BEVERAGE AND USE OF KITCHENS**

- Alcohol is prohibited in all park buildings. Any violation of this law could result in immediate cancellation of the event, forfeiture of deposits and denial of future permits for facilities.
- Rooms in park buildings must be left in a clean and orderly condition. All leftover food must be disposed of in outdoor trash bins or taken with you.
- **Kitchens are NOT available** for public use at Reed Park, Senior Recreation Center and Virginia Avenue Park.
- Kitchen appliances and equipment (i.e. refrigerators, stoves) are not available for public use at any park facility.
- Any user group serving food to the general public must comply with all applicable State and Local Health Codes and obtain licenses and permits required by law.

## **MISCELLANEOUS**

- All meetings/events must comply with all Federal, State and Local laws.
- Park building rooms are not available for commercial ventures.
- Smoking is prohibited in park buildings and parks.
- Animals, except trained service animals, are not permitted in park buildings.
- Groups composed primarily of minors must have one supervising adult on site for every 10 youth.
- Amplified sound is subject to City approval.
- Non-profit organizations may collect a nominal donation only to cover the cost of the permitted function.
- Vending in parks is prohibited except as stated in section 6.36.030 of the SM municipal code.
- Moon bouncers, inflatables and piñatas are prohibited in parks and park buildings.
- Capacities vary by facility depending upon square footage, placing of exits, amount of furniture and equipment in the room. Listed capacities (on page 2) are an approximation.
- Building rental and staffing fees are to be amended each July 1<sup>st</sup> by the annual consumer price index (CPI) adjustment.

## **GENERAL RULES**

Applicant certifies that he/she has read and agrees to abide by the “Park Building Rental Information and General Rules”.

Please sign: \_\_\_\_\_

## Ordinance for Food Service Containers

As a friendly reminder, beginning February 9, 2007, all city facilities including permitted meetings, room rentals, activities, practices, games, events, concessions, etc., were issued new requirements for the purchase and use of food service containers. On February 9, 2008 all food service providers in Santa Monica were issued the same requirements.

Expanded polystyrene (also known as Styrofoam®) and non-recyclable plastic together make up the largest amount of waste that ends up on Santa Monica's beaches. Annually on the Coastal Cleanup Day, volunteers come out to clean the beaches and in three hours can pick up over 75,000 lbs. of trash, most of which was identified as Styrofoam® and plastic.

This plastic waste causes significant environmental damage to the beach and marine environment. It can also harm marine animals and birds who mistake it for food. We are trying to reduce the amount of these materials that pollute Santa Monica's beaches and the bay.

Let's keep it out of all city facilities including park facilities and playing fields. Please help by avoiding the use of Styrofoam or plastic single serve materials such as food containers, plastic bags, water bottles, coffee stirrers and plastic straws.

