

**CITY OF MONTEBELLO
RECREATION AND COMMUNITY SERVICES DEPARTMENT
FACILITY USE POLICY**

The following is general information regarding the use of RECREATION AND COMMUNITY SERVICES DEPARTMENT facilities by individuals and groups. **Please read all information thoroughly.**

1. The following groups and individuals may use a facility for social or business purposes. Priorities for use of the Department's facilities after normal operating hours shall be based upon the following descending order on a first-come, first-served basis, provided that department programs and City functions shall have first priority.

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| Group I | City Events/Programs and Civic Groups (School District, etc.) |
| Group II | Montebello based Co-Sponsored Sports Organizations, Non-Profits
(Non-Profit Number is required). |
| Group III | Montebello Based Private Schools and Churches. |
| Group IV | Montebello Residents, Non-Montebello Non-Profits |
| Group V | Non-Residents and Business/Commercial |

2. **APPLICATION PROCEDURES**

a. All requests must be made in person as follows:

1. At least ten (15) working days prior to the scheduled activity for picnic areas with moon-bouncers.
2. At least forty-eight (48) hours prior to the scheduled activity for picnic area without moon-bouncers.
3. At least fifteen (15) days with **full payment** for facility and band-shell rentals.

Requests are to be made in person at the Recreation and Community Services office located at 1700 West Victoria Ave. Montebello, California 90640, (323) 887-4540. **No over the phone reservations will be taken.**

- b. Formal approval will be given upon the signatures and full payment of fees. The City reserves the right to refuse use of any facility, by department staff, if the planned event is not considered appropriate.
- c. A security deposit of \$250.00 is required for reservations at the Senior Center, Community Centers, Aquatic Center, and Bandshell. A security deposit is not required for meetings, sports programs, gymnasiums, fields, and picnic areas. The Security Deposit will be refunded a maximum of four to six weeks after the date of the reservations.
- d. Applications may be made up to one (1) year in advance with **50% of full balance.**
- e. Changes in scheduled hours or conditions indicated on the original request must be submitted by the applicant at least one week prior to the scheduled date with additional fees paid in full.
- f. Any cancellation of a scheduled use date for halls, Bandshell or facilities must be submitted to the Department at least **one (1) month** prior to scheduled use date. A cancellation fee of 25% of **the total rental cost.** In the case of picnic area rentals, only a **credit** may be obtained. This includes the moon-bounce fee. The credit is good for only one year from the date of issue and can be used for a facility or a department program. Letter of credit must be presented to office at time of use.

- g. Applications shall not be approved for more people than a facility can reasonably accommodate. (See Attached facility capacity.)
- h. If your rental requires a Temporary Use Permit (TUP), you will be referred to Code Enforcement in the Planning Department to obtain it prior to your facility use application being approved.
- i. Additional insurance coverage may be required for special uses such as moon-bounces. **Requests for any of the above will have to be done at time of reservation.** Due to liability reasons, moon-bouncers are not allowed on premises without a facility rental and appropriate insurance.
- j. The Senior Center is available for rent Sunday through Friday until 9:00 p.m. and on Saturdays until 12:00 a.m. (midnight).
- k. Meeting rooms and Picnic reservations are available for rent Sunday through Saturday until 9:00 p.m.
- l. Athletic field reservations are available for rent daily until 9:30 p.m.
- m. Group II or III Reservations that require fees (non-regular season sports or non-athletic field permits) under \$500 OR that are done on a monthly/weekly reservation basis can be reserved with the required application on file and the organization will be billed for said activities. The organization has thirty (30) days to pay the balance of their reservation or no further reservations for any type of facility can be taken for the applicant. All of the above mentioned situations require the approval of the Director of Recreation & Community Services.
- n. Group II Reservations for meetings shall be charged the appropriate Meeting Room rate on a per meeting basis. (1 hour per meeting)

3. RESPONSIBILITIES OF APPLICANT

- a. Users are to remove all equipment and supplies brought in by the group **immediately** following the activity. Any equipment remaining will become property of the City. All items not removed from facility will be discarded. City is not liable for items left at site. The applicant is responsible of disposing of trash in appropriate receptacles. Following the activity, the facility should be free of trash, debris and supplies brought in or left by the user. Once again all items must be removed from the site.
- b. Groups must appear within the first hour of the "activity or preparation" time specified on the permit, or use of the facility will be canceled and all fees forfeited.
- c. Failure to leave City facility or picnic area in a reasonable and undamaged condition will result in loss of future usage and possible charges for damaged equipment.
- d. The use of canopies are permitted. A maximum of two (2) 10ft x 10ft canopies are allowed. All canopies must be weighted or secured firmly to ground. The use of extra chairs and tables is allowed. Items must be carried onto the grass; dragging items and or driving on park grounds is not allowed.
- e. Groups must conclude their activity by the "end" time specified in the notes section of their permit in order to insure the closure of the facility on time.
- f. Set up and breakdown of City equipment will be the responsibility of City Staff.
- g. The applicant must check in with City staff at the beginning of the reservation. Applicant must also check out and sign off the Facility Usage Report with the City Staff at the conclusion of the reservation and clean up. Failure to comply will result in forfeiture of the deposit.

- h. Applicant must complete the "Room Diagram Sheet" at the time the Facility Usage Agreement is signed.
- i. Internet/Wi-Fi is not provided.
- j. Disc Jockeys (D.J.'s) and/or bands are only allowed inside the Senior Citizens Center and Bandshell. All noise, music, amplification, etc. must be kept at a reasonable sound level as determined by the staff member on duty. The use of fire, open flame, **smoke/fog, foam and bubble machines are not allowed.** The City reserves the right to cancel a function at any time if people involved in the function do not conduct themselves in a lawful manner and/or damage any City facility/equipment. The authorized user or authorized designee is responsible for the supervision and actions of those in attendance and must be present for the duration of the function.
- k. Rice, rose petals, birdseed, confetti, glitter, candles, floating sky lanterns, fire pits, tiki torches and sparklers are not allowed at any of the City's indoor facilities and picnic areas.
- l. Propane is permitted in picnic areas only. Other gas or flammables are not permitted at any outdoor City facility.
- m. Model Rockets/Drones **are not permitted** at any indoor/outdoor City Facility.
- n. Tobacco/Nicotine use is prohibited. No smoking, including the use of e-cigarettes (i.e., electronic inhalers meant to simulate and substitute for tobacco smoking by utilizing a heating element to vaporize a liquid solution).

4. PROTECTION OF PARTICIPANTS AND PROPERTY/ADDITIONAL STAFF

Security and/or staffing for all facility requests will be required unless otherwise specified by the Recreation and Community Services Supervisor or Director of Recreation and Community Services. When security or additional staff is required due to the nature of the activity, the following rules will apply:

- a. No outside security will be allowed for rental of City facility unless assigned by the Department of Recreation & Community Services.
- b. The number and type of staffing/security will be determined, selected, and assigned by the Community Services Supervisor in accordance with the Montebello Municipal Code, and the facility request will be reviewed by the Montebello Police Department if needed.
- c. In addition to rental fees, the cost for security or additional staff on a set per-hour basis will be payable to the City.

5. FEES

- a. A minimum rental of two hours is required on all facilities.
- b. A damage deposit is required for facility rentals where applicable.
- c. 50% of all fees for halls, meeting rooms and Patio Activity Area (including cost of security guards and/or additional staff, if required) is to be paid at the time the reservation is made. All remaining fees must be paid five (5) days prior to the date of the activity.
- d. 100% of all fees for picnic areas, moon-bouncers and athletic fields are to be paid at the time the reservation is made.
- e. Refunds will be processed upon receiving the original receipt from the applicant. Applicant should allow four (4) to six (6) weeks for arrival of refund.

6. RESTRICTIONS ON ACTIVITIES SERVING ALCOHOLIC BEVERAGES

- a. The serving of alcoholic beverages is limited to the following facilities: Senior Citizen Center and City Park Patio Activity Area. All alcoholic beverages must be consumed inside the facility.
- b. Security is required at all events that serve and/or sell alcohol.
- c. No glass bottles or containers are permitted.
- d. Alcohol sale or consumption is restricted to locations stated above and must stop one hour (1) hour before event ends. Should participants enter park areas, parking lots or facilities not designated for alcohol sale/consumption, all monies will be automatically forfeited. The activity will be canceled, and the person and/or organization reserving the facility may lose future use privileges.
- e. Alcohol will only be permitted for adult functions. ***No alcohol is permitted for functions/parties for those under the age of 21.***

1. Alcohol is not permitted for birthday Parties/events for ages 21 years and under.

(i.e., 21 years and under Birthday Parties, First Communions, Baptisms, High school Graduations, Bar Mitzvah, Quinceanera, Sweet 16 and banquets,

- f. Groups wishing to sell alcoholic beverages, as part of their activity, will be required to do the following:
 1. Obtain the approval from the RECREATION AND COMMUNITY SERVICES DEPARTMENT, through a letter verifying the date and place of the intended activity.
 2. To obtain a permit, present verifying letter to the local Alcohol Beverage Control (ABC), 3204 N. Rosemead Blvd., #103, El Monte, California, (626) 927-1060. Business hours are from 8:00 AM to 5:00 PM.
 3. ABC permits must be obtained no more than four weeks and no less than two weeks prior to activity. You must pay for the permit by money order; no cash or checks will be accepted at the office of Alcohol Beverage Control.
 5. Permits are for one day only and must be posted during the event in the room where the alcohol is being sold.
 6. A copy of the permit must be provided to the Recreation and Community Services Office two (2) weeks prior to the event.

Failure to comply with any of the above items, or any misuse of facilities, supplies or cleanliness will result in your group:

1. Being required to vacate the premises immediately.
2. Being unauthorized to schedule the building or facility in the future.
3. Being charged an additional fee for damages to the facility.

These facilities are dedicated to the use and enjoyment of our entire community, and it is our intent to maintain their beauty, service ability and availability. The RECREATION AND COMMUNITY SERVICES DEPARTMENT will do everything possible to make your activity a success. Please be considerate of others as many of our facilities are in residential areas.

Department Hours: Monday through Thursday, 7:30 a.m. - 5:30 p.m.

By signing your permit/application, you agree to all of the above content, rules and guidelines found in this "Facility Use Policy"

CLOSING TIMES FOR FACILITIES

Meeting Rooms

	<u>Closing Time</u>
Parks & Recreation Small/Large Conference Rooms	9 PM
Senior Citizen Center	9 PM Weekdays /12AM midnight Saturdays
Youth Center	9 PM
Chet Holifield Community Center	9 PM
Reggie Rodriguez Community Center	9 PM

Picnic Shelters

Acuna Park	9 PM
Ashiya Park	9 PM
City Park	9 PM
Grant Rea Park	9 PM
Holifield Park	9 PM
Potrero Heights Park	9 PM
Reggie Rodriguez Park	9 PM
Sanchez Adobe	9 PM
Taylor Ranch Park	9 PM

Ball Fields

All Parks	9:30 PM
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Tennis Courts

City Park	9 PM
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Bandshell

City Park	9 PM
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Activity Areas

Senior Center Patio Activity Area	9 PM/Sunday - Friday 12 AM/ Saturdays
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Facility Occupancy

	Assembly	Dining
Senior Center: Patio Activity Area	150	75
*Senior Citizens Center		
Upstairs Hall	200	120
Downstairs Hall	100	60
South Wing Hall	120	75
*Bandshell	3,500	N/A
Community Centers:		
Cathy Hensel Youth Center	100	75
Chet Holifield Community Center	120	75
Reggie Rodriguez Community Center	70	40

CITY OF MONTEBELLO
RECREATION AND COMMUNITY SERVICES DEPARTMENT

Information Regarding Use of Moon-bounce

If you are planning to have a moon-bounce or mechanical equipment at the picnic area that is being reserved, it is important that you are aware of the following:

Arrangements to have moon-bounce must be made at the time of reservation. There will be **no exceptions**.

The Department will need proof of \$1,000,000 liability insurance from the bouncer company indicating the City as a co-insured party at least five **(5) working days** prior to the activity. You may mail, FAX, email, or bring the document to our office, which is located at:

City of Montebello
Recreation and Community Services Department
1600 West Beverly Boulevard
Montebello, California 90640
(323) 887-4540 (Office)
(323) 887-4557 (FAX)
Parks.services@cityofmontebello.com (Email)

If the insurance document is not received within the five (5) working days prior to the reservation date, use of the moon-bounce will be canceled without refund or credit. You must then come in to our office and obtain the copy of your permit for picnic use only. **Again, this needs to be done at least five (5) working days prior to the activity.**

The following companies currently have the City named as co-insured on their insurance policies but will require a permit confirmation:

Wow Party Rental, Inc. 14575 Firestone Blvd. La Mirada, CA 90638 (888) 969-3070	Party Pronto 4131 E. Live Oak Ave Arcadia, CA 91006 (626) 821-0200	Cricket Services 238 S. 6 th Street Alhambra, CA 91801 (626) 827-9219
Ibarra Party Rentals 6457 N. Figueroa St. Los Angeles, CA 90042 (323) 243-2995	B.R. Party Rental 265 S. Avenue 55 Los Angeles, CA 90042 (323) 907-0757	

The above organizations will automatically send a confirmation FAX to our office after you have contracted their services.

Note: If you plan to rent a moon-bounce from an organization other than those mentioned above, you must first speak with the Administrative staff for requirements.

In compliance with Americans with Disability Act, if you need special assistance to participate in our activity, please contact the Montebello Recreation & Community Services office, (323) 887-4540 notification 48 hours prior to the meeting will enable the City and the organization to make arrangement to ensure accessibility. (28 CFR 35.1 102-35 104 ADA Title II)

Revised: 4/2022