CITY OF WHITTIER
FACILITY APPLICATION

APPLICANT INFORMATION

Organization _____

Applicant _____ Alternate(Name)_____

Address _____ Address _____

City _____ Zip Code _____ City _____ Zip Code _____

Phone: Home _____ Phone: Home_____

Cell_____Bus_____ Cell_____Bus_____

E-Mail_____ E-Mail_____

(Check requested facilities)

Building and Athletic Facilities

COMMUNITY CENTER	WHITTIER CENTER THEATRE	UPTOWN SENIOR CENTER	**PARNELL PARK COMMUNITY AND SENIOR CENTER**
☐ Room 1 ☐ Room 2 ☐ Room 3 ☐ Room 4 ☐ Room 5 ☐ Fitness Room ☐ Exercise Room ☐ Gym ☐ Kitchen ☐ Joe Miller Field ☐ Skatepark	☐ Stage ☐ Stagecraft ☐ Kitchenette HISTORIC DEPOT ☐ A & B Room/w kitchenette ☐ Park Area	☐ Room 1 ☐ Room 2 ☐ Kitchen ☐ Room 3 ☐ Room 4 ☐ Room 5 ☐ Room 6 ☐ Room 7	☐ Walnut 1 ☐ Walnut 2 ☐ Kitchen ☐ Oak 3 ☐ Oak 4 ☐ Lounge
PALM PARK ACTIVITY CENTER	YORK FIELD	GUIRADO PARK	OTHER
☐ Palm A/B with Kitchenette ☐ Fitness Room ☐ Pool	☐ Field # 1 ☐ Field # 2 ☐ Field # 3 ☐ Picnic shelter	☐ Room A & B ☐ Kitchen ☐ Field	☐ _____ ☐ _____ ☐ _____

Date(s) Requested: _____

Event Time: From _____ To _____Event Contact _____

Setup Time (if necessary)_____Clean up Time:_____

Type Of Activity: _____ Will alcohol be served: Yes _____No _____

Expected Attendance: (Youth) _____ (Adult) _____

Will A Fee Or Donation Be Requested: Yes _____ No _____ If Yes, Amount _____

Organization/Participants agrees to defend, indemnify and hold harmless the City, its officers, agents, employees, and volunteers for any loss, damage, claim, injury, cost or expense, including attorney's fees from any and all willful or negligent acts that may arise out of the organization's/participant's use or occupancy of the city's facilities.

Signature of Applicant _____ **Date** _____

----------office use only----------

Date Received_____**Staff Signature**_____

CITY OF WHITTIER
RULES AND INFORMATION FOR USE OF CITY FACILITES

RESERVATION POLICIES AND PROCEDURES

A. Conditions for Approval

1. An application for permission to use the facilities must be submitted by all organizations and individuals for all uses.
2. Applicants must be present for entire event.
3. Applicants may be required to provide the following verification:
   - Individuals-Proof of residency
   - Organizations/Groups-Proof of 51% member residency through membership roster and non-profit status, if applicable
4. An application to use facilities shall be made in writing on the form provided. An application must contain all the information requested.
5. City staff shall have full access to all activities in order to ensure that all rules, regulations, and city and state laws are being observed.
6. The City of Whittier is not responsible for accidents, injury, or loss of personal property. The individual or organization granted use of the facility will be held responsible for any injury, loss, or damage resulting from such use.
7. The CITY may request an insurance certificate with endorsement where the City deems insurance to be necessary. Insurance required ten days prior to the rental.
8. Prior approval of the City's authorized representative must be obtained prior to the sale of goods or services. If approved, a Whittier business license will be required.
9. No commercial advertising shall be exhibited, and no solicitation or sales shall be made in the building or on the grounds without prior approval.
10. Any group wishing to host a function may be required to provide City security services.
11. Applications may be submitted for use of facilities up to one year in advance on weekends (Friday, Saturday and Sunday) and six months on weekdays but no less than three days in advance. Any reservation made within seven days for after-hour usage is subject to staff availability. Reservations shall be made on a first-come, first-serve basis. Reservations are not confirmed until copy of the contract is signed and approved by city staff and fees paid.

B. Rules and Regulations

1. All persons or organizations using a facility must abide by all municipal, state, and federal laws and regulations.
2. Without special permission, facilities will be closed and unavailable prior to 8 a.m. or beyond 10 p.m.
3. Responsible adults, 21 years or older, must be present at all times when groups of minors are using the facilities.
4. Unruly behavior such as, but not limited to, shouting, running, quarreling, fighting, and profane language including any conduct that interferes with the use of the facilities by others or with the functioning of staff are prohibited and subject to removal from facility. Possession, under the influence, or use of drugs is prohibited. Betting and/or other forms of gambling shall not be allowed.
5. Decorations are subject to Community Services staff approval. No materials shall be attached to curtains, walls, ceiling or doors without prior approval.
6. The serving of red-based punch is strictly prohibited.
7. The use of rice, birdseed, confetti, or the like, or candles is strictly prohibited.
8. Supplies or equipment shall not be removed from the facility to which assigned.
9. Persons in attendance shall restrict their activities to those facilities or portions thereof, which their application entitles them.
10. The City will not be held responsible for loss, damage, or theft of any equipment or personal articles owned, leased, or rented by people using the facilities or left behind at the conclusion of their event.
11. The user may not store any equipment in the facility prior to or after the approved period of use. Any equipment left in the facility without approval will be subject to rental fees.
12. Upon conclusion of their activities, groups must leave the facilities in the same condition as found including the disposal of excessive trash. Such condition is to be determined by the authorized representative.
13. City staff reserves the right to monitor and maintain volume control of any amplified items.
14. There will be "No Smoking" at all facilities.
15. The applicant shall be responsible for the cost of repairs or replacement of damaged property abused by other than normal wear.

C. Fees

1. Reservation deposits will be paid upon submittal of facility application. Rental fee balances will be due within 20 calendar days of approval or applicant may forfeit use of facility.

2. Applicants shall be charged for use of facilities, including all required deposits, according to the established fee schedule in effect at the time of approval (see attached schedule).

D. Cancellations

1. **In the event that a reservation is to be cancelled by the applicant, the appropriate department must be notified 20 calendar days prior to the reservation.**
   - Any groups canceling within twenty (20) days of event will forfeit their deposit.
   - Any group canceling after we receive deposit and twenty-one (21) days before the event will forfeit 50% of their deposit.
   - All no-show reservations will be charged the full rental amount plus staff costs. Deposit will be refunded once all fees are recovered.

For a complete list of all policies and procedures refer to the City's facility use policy. The City Council or its authorized representative may make exception to any of the facilities use rules and regulations, including rental rates.

I have read and understand the rules and regulations stated above and agree to comply with all requirements contained within the City's facility policy, particularly the Liability Waiver.

_____

Signature of Applicant Date