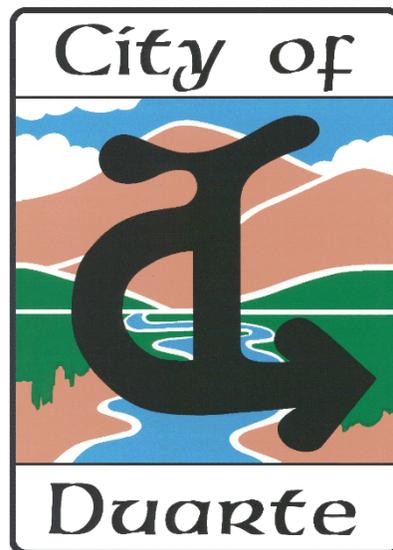


City of Duarte

Community Facilities

Administrative Policies and Procedures



Department of Parks and Recreation

Revised November 2016

CITY OF DUARTE

PUBLIC FACILITIES POLICIES

GENERAL CONDUCT

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facilities:

1. Specific permission is required to use or occupy every room and office.
2. Unless participating in a supervised activity, children under 5 years of age must be accompanied by an adult 16 years or older.
3. All persons or organizations using a facility must abide by all Municipal, State and Federal laws.
4. The following are regulated by State and Municipal Codes and will be strictly enforced:
 - Gambling is prohibited.
 - The dispensing and consumption of alcoholic beverages without a permit is prohibited.
 - The use or sale of dangerous restricted drugs is prohibited.
5. Eating and drinking are permitted only in designated areas.
6. Smoking is not allowed inside City buildings or enclosed outdoor areas, DMC, Chapter 6.20.060. Smoking is prohibited and is unlawful in all public parks located in the City. Smoking is prohibited and is unlawful in all public areas including but not limited to public sidewalks, streets, and alleys, located within 25' of the boundary of the public park. 6.20.60. (A "Public Park" includes "recreation center" "buildings, structures, facilities.")
7. Unruly behavior, such as shouting and profanity, which is disruptive of classes and other activities, is prohibited.
8. Bicycles may be ridden and parked only in designated areas.
9. The possession of a weapon or other dangerous device will subject the possessor to immediate removal from the premises and to possible arrest and prosecution.
10. Neither pets nor other animals are permitted on the premises except for Service animals.

Violation of any rule or regulation can result in the suspension of facility use privileges by an individual or group.

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USAGE POLICIES AND PROCEDURES

1. An application for permission to use the facilities must be submitted by all organizations and individuals for all uses.
2. All users must submit some form of legal identification when submitting an application.
3. All applications for permission to use the facilities shall be issued by the City Manager or his designate, subject to the availability of the facilities and adherence to City rules and regulations. Application forms are available at the Parks and Recreation Department.
4. Applications shall be issued only to responsible adults who shall be in attendance at the function for which application is made.
5. The rental of the following facilities will require the renter to either provide a certificate of insurance covering a minimum of \$1,000,000 in liability naming the City of Duarte as additionally insured or purchase special event insurance through the City: Teen Center, Royal Oaks Park Building, Community Center and the Senior Center (as restricted). **See Indemnification/Insurance section.**
6. City facilities may not be used by an individual, group or organization which has as one of its objectives, the overthrow of the United States Government or by an individual or organization deemed subversive as defined in the State of California Code.
7. City government functions, City recreation programs and School Board meetings shall have first priority on use of all facilities. Furthermore, previously scheduled uses may be canceled for City functions and programs. This does not apply to wedding receptions.
8. All applications for use of facilities must be submitted at least eight (8) working days and not more than 90 days, prior to the time of use. In the case of wedding receptions, 180 days prior to use shall be granted. This does not apply to City sponsored or co-sponsored activities.
9. The City Manager shall have the authority to cancel or postpone use of a facility if the City deems such action necessary. Whenever possible, 24 hours notice will be given to the applicant.
10. Only teen dances sponsored or co-sponsored by the Parks and Recreation Department shall be permitted.

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11. For all events open to the public, a certificate of insurance covering a minimum of \$1,000,000 in liability, naming the City of Duarte as additionally insured, will be required. This requirement may extend to others whenever it is in the best interest of the City of Duarte.
12. An adult sponsor must make reservations for Youth groups. At least one adult chaperone for every 10 minors using the facility shall be required.
13. Only Duarte service groups and organizations may use the Senior Center.
14. 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.
15. Theft, damage or items missing from the facilities that are the property of the City of Duarte, shall be the responsibility of the applicant and is subject to replacement at cost, including administrative fees.
16. No equipment or furnishings shall be removed from the premises without permission of the City Manager or his designate.
17. When exclusive use of a park or facility restricts the availability of the general public to use the park or facility, approval of the Parks and Recreation Commission will be required. Applications for preferential use must be submitted at least 60 days prior to date of use.
18. Non-profit organizations can solicit through the Parks and Recreation Commission for the waiving of rental fees for a special event beneficial to the community. Solicitations must be submitted at least 60 days prior to the date of use and are subject to approval by the Parks and Recreation Commission.
19. Park restrooms are open on an as-scheduled basis.
20. A member of the City staff shall be on duty at all times while City buildings are being used, and shall have full access to all activities at any time in order to ensure that all rules, regulations, City and State laws are being observed.
21. Receptions and parties must use the entire Community Center auditorium. Only business conferences and meetings will be allowed to rent part of the auditorium. Duarte Teen Center rentals will not include offices, computer lab, or boxing room. Business conferences and meetings will be allowed to rent the Duarte Teen Center meeting room separately.
22. The use of rice, birdseed, confetti, glitter, silly string, or candles at wedding receptions/parties is strictly prohibited.

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23. The serving of red wines and/or red-based punches is strictly prohibited in buildings.
24. If decorations are contemplated for any program, their use must have prior approval from the Parks and Recreation Department. No group may hammer, tape, stick or staple anything to floors, walls, or ceilings. Decorations may only be placed as designated by a City representative.
25. Users wishing to decorate for their event may do so the day before. This option is subject to availability of facility and personnel. Approval will be determined eight (8) working days prior to date of event. Duarte Teen Center decorating must take place on the rental date.
26. All activities must cease by 12:00 midnight unless written permission is granted for a longer period of usage. All Duarte Teen Center rental activities must cease by 10:00pm.
27. Amplification and video equipment consisting of two screens and a microphone with a podium or stand are available for rent to users of the Community Center auditorium for a flat fee. Television and video equipment are also available at the Duarte Teen Center for a flat fee. (See Fee Schedules)
28. 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 will be subject to rental fees.
29. Facility set-up capacities and kitchen use arrangements:

A. Seating capacity is as follows:

<u>Full Auditorium</u>		<u>Half Auditorium</u>		<u>Lounge</u>		<u>ROP</u>	<u>Teen Center</u>
Assembly	200	Assembly	72	Assembly	30	80	60
Dining & Dancing	150	Meeting	60	Meeting	24		

- B. The kitchen facilities are available at the Community Center and Senior Center only. Kitchens shall not be opened for any group unless specific written use is granted and the kitchen rental fees are paid.
- C. Groups using the kitchen shall furnish dishes, silverware, cooking utensils, all paper products, towels, soap, etc.
- D. Requests for table and chair arrangements for the Community Center must be submitted at least eight (8) working days prior to scheduled use of facility.
- E. The responsibility for cleaning supplies and clean up of the facilities after the event is the duty of the applicant.

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30. Classification and Fees

A. Classifications

1. Base Rate - Fee Schedule "A"
Any and all uses by non-residents.
2. Resident Discount Rate - Fee Schedule "B"
(Up to 50% discount of Schedule "A")

(A Duarte resident *group* is defined as a non-profit organization based within the City limits or County and whose membership is composed of at least 51% Duarte residents. A resident is defined as a person who resides within the incorporated City of Duarte or that operates a business within the City of Duarte and has been issued a current business license.)

B. Fees

1. Fees shall be established periodically by the City Manager as needed.
2. Duarte and Duarte County non-profit resident groups and organizations may apply for an additional 10% discount from the resident rate by presenting documentation that verifies 51% of members are Duarte residents. Events must be sponsored activities or meetings of the group or organization as established in their Articles or Incorporation or Bylaws. Documents demonstrating IRS non-profit status and residency will be required.
3. For Duarte residents that qualify as low-to-moderate income families, a 10% rate reduction is available for use of the Community Center Auditorium. Complete details concerning the qualifying criteria are available at the Parks and Recreation Department.
4. A resident may not rent a facility for a non-resident. In the case of wedding receptions, only the resident parents of the bride or groom; or resident bride or groom, may rent the facility in order to qualify for the resident rate.
5. Fees include man-on-duty personnel. Double time hourly rate will be deducted from cleaning/damage deposit in the case of continued use over the approved allotted time.

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6. Final approval is granted upon payment of total fees. Facilities are subject to automatic cancellation if balance of fees are not paid eight (8) working days prior to use.
7. Users not paying balance of fees in full eight (8) working days prior to scheduled use will be assessed a 10% charge of the unpaid balance for each day the balance of fees is late.
8. All late fees (those paid within eight (8) working days of the scheduled use) must be paid in cash or with a cashier's check.
9. Reservations may be canceled by applicant and all fees returned up to 60 calendar days prior to the event. The deposit will be retained if reservations are canceled 60-14 calendar days prior to event. All fees will be retained if reservations are canceled less than 14 calendar days prior to event.
10. Cleaning/damage bond is refundable by a City warrant subject to the condition of building or other reasons; and will be sent by mail approximately 3 weeks after date of use. The facility must be cleaned and returned to a reasonable condition.
11. Security police will be required in certain circumstances. The City will arrange for security from the Los Angeles County Sheriff's Department. (See Fee Schedule for security costs.)
12. Duarte service groups and organizations wishing to use park tables, park chairs, portable PA system or other City equipment, must post a bond and are subject to being charged rental fees. (Fee schedule for such items is available in the Parks and Recreation Department).
13. The City Manager's designate may establish special rate schedules for groups or individuals charging admission or soliciting donations, or when it is in the best financial interest of the City to do so.

ALCOHOLIC BEVERAGE POLICIES

Alcoholic drinks are not allowed in the Duarte Teen Center or Royal Oaks Park building during rentals or at any time. Individuals may request the use of the Community Center or Senior Center facilities including the serving of alcoholic beverages. The applicant will follow the requirements established hereafter.

1. Groups or individuals wishing to serve alcoholic beverages at the Community Center must submit an application at least eight (8) working days prior to the event.

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2. The responsibility for obtaining all permits from the Alcoholic Beverage Control Agency is the duty of the applicant.
3. The City Manager or his designate has the right to approve or disapprove all applications for serving of alcoholic beverages.
4. If approved, the applicant must abide by all requirements of the California Department of Alcoholic Beverage Control.
5. Persons under 21 years of age shall not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State law and the regulations of the Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution, and reported violators will be denied approval of subsequent requests to use the facility.
6. City specified City of Duarte personnel are required to be in attendance at all functions. At all functions with attendance in excess of 25 persons, security police may be required by the City Manager or his designate.
7. The serving of alcoholic beverages may be authorized in accordance with the following conditions:
 - A. Alcoholic beverages may be served, sold, and consumed on the premises only in connection with a meal, which is being served at the site. Hot hors d'oeuvres can be considered as a meal when champagne or sparkling wine is being served.
 - B. Such service, sale, and consumption may be permitted at only those events for which the permit so specifies.
 - C. Bring your own bottle (B.Y.O.B.) events are prohibited.
 - D. Alcoholic beverages shall be sold only by a person possessing a current valid permit from the Alcoholic Beverage Control Board.
8. Selling of Alcoholic Beverages

The following requirements must be followed in order to sell and serve alcoholic beverages on the premises of City of Duarte facilities:

 - A. The applicant shall apply in person or by letter to the State of California Department of Alcoholic Beverage Control and obtain the necessary alcoholic beverage permits.

- B. The request for the permit must be accompanied by a letter from the City of Duarte Parks and Recreation Department approving the use of the facility and the serving of alcoholic beverages.
- C. The permit must be presented no less than two weeks (8 working days) prior to the event, to the Duarte Parks and Recreation Department during normal office hours.
- D. The individual organization is responsible for displaying the permit over the bar at the event.

ANY VIOLATION OF THE ABOVE MAY RESULT IN IMMEDIATE CANCELLATION OF THE REQUEST FOR USE OF FACILITY AND DENIAL OF FURTHER REQUESTS FOR A PERIOD OF UP TO TWO (2) YEARS AT THE DISCRETION OF THE CITY MANAGER OR HIS DESIGNATE.

INDEMNIFICATION AND INSURANCE

1. The renter shall indemnify, defend, and hold harmless the City of Duarte, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the facility and adjoining property, unless solely caused by gross negligence or willful misconduct of the City of Duarte, its officers, employees or agents.
2. The renter shall procure on their own or purchase through the City of Duarte general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and /or arising out of or in any way connected with the renter's use or occupancy of the facility and adjoining property, in the minimum amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the City of Duarte, its officers, employees, and agents as additional insured. The renter shall provide a certificate or complete a **Request to Purchase Special Event Insurance Form** through the City of Duarte, a minimum of 14 days prior to the rental date of the facility. The certificates of such insurance shall provide 30 (thirty) days notice to the City of Duarte of cancellation or any change of coverage or limits. **If a copy of the insurance certificate is not on file prior to the event, the City of Duarte will deny access to the facility.**
3. The renters shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the City of Duarte's facilities and adjoining property, to the person-on-duty on the date of the rental and to the Parks and Recreation Director or his/her authorized representative, in writing, as soon as practicable.
4. The renter agrees to waive any right of recovery against the City of Duarte, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. The renter shall not charge results of "acts of God" to the City of Duarte, its officers, employees or agents.
5. The renter waives any right of recovery against the City of Duarte, its officers, employees and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with the renter's use or occupancy of the facility and adjoining property, even if the City of Duarte, its officers, employees, and agents seek recovery against the renter.

MISCELLANEOUS CHARGES

Kitchen:	Kitchen facilities are available for a flat fee of \$100.00. (Kitchen facilities are available only at the Community Center.)
Amplification and Video Equipment:	This equipment is available in the Community Center auditorium for a flat fee of \$60.00. TV/AV equipment available at the Teen Center for a fee. (See Fee Schedule)
Personnel Charges:	A charge of \$40.00 per hour (minimum two (2) hours) will be made for services such as opening prior to event for decorating, delivery of supplies, equipment, etc.
Late Fees:	<p>Users not paying the balance of fees in full, eight (8) working days prior to use, will be assessed a 10% late charge of unpaid balance for each day fees are late.</p> <p>All late fees (those paid <u>within</u> eight (8) working days of event), must be paid with cash or a cashiers check.</p>
Security:	Under certain circumstances, security may be required. The City contracts with the Los Angeles County Sheriff Department deputies for such security. The rate is \$75.00 per hour per deputy.
Deposits Required:	Deposits range from a minimum \$50.00 to a maximum \$500 deposit, depending on the facility. A non-listed deposit amount may be set for special events or events open to the public.
Restrooms:	A charge of \$20.00 per hour for residents and \$40.00 per hour for all others (minimum of 2 hours) will be made for those wishing to have the park restrooms open during unsupervised park hours.
Administrative Fees:	Any cleaning and damage charges deducted from the bond will be assessed administrative fees of 15%.

FEE SCHEDULES

	"A" NON- RESIDENT RATE	"B" RESIDENT RATE
<u>COMMUNITY CENTER</u>		
<u>Full Auditorium</u>		
First Hour	\$ 600.00	\$ 300.00
Each Additional Hour	\$ 100.00	\$ 50.00
Cleaning/Damage Bond	\$ 500.00	\$ 500.00
*Cleaning Fee	\$ 250.00	\$ 250.00
 <u>Half Auditorium</u>		
First Hour	\$ 300.00	\$ 150.00
Each Additional Hour	\$ 80.00	\$ 40.00
Cleaning/Damage Bond	\$ 300.00	\$ 300.00
 <u>Lounge</u>		
First Hour	\$ 100.00	\$ 50.00
Each Additional Hour	\$ 40.00	\$ 20.00
Cleaning/Damage Bond	\$ 100.00	\$ 100.00
 <u>DUARTE TEEN CENTER</u>		
<u>Game/Meeting Room/Patio</u>		
First Hour	\$ 250.00	\$ 125.00
Each Additional Hour	\$ 90.00	\$ 45.00
Cleaning/Damage Bond	\$ 300.00	\$ 300.00
*Cleaning Fee	\$ 200.00	\$ 200.00
 <u>Meeting Room Only</u>		
First Hour	\$ 100.00	\$ 50.00
Each Additional Hour	\$ 40.00	\$ 20.00
Cleaning/Damage Bond	\$ 100.00	\$ 100.00
 <u>Gas BBQ Grill</u>		
	\$ 40.00	\$ 20.00
<u>Television/AV Equipment</u>		
	\$ 40.00	\$ 20.00
 <u>ROYAL OAKS PARK BUILDING</u>		
First Hour	\$ 180.00	\$ 90.00
Each Additional Hour	\$ 70.00	\$ 35.00
Cleaning/Damage Bond	\$ 150.00	\$ 150.00

***OPTIONAL CLEANING FEE**

Renters who want to opt out of cleaning up after their rental can pay a cleaning fee for Community Center Full Auditorium and Duarte Teen Center rentals. Maximum 3 hours of cleaning. If cleaning extends beyond 3 hours an additional \$50 per hour fee would be deducted from the cleaning and damage bond.