



## PARK FACILITY RENTAL APPLICATION

Contact Information	
Name of Organization (if any):	
Contact Name:	Telephone:
Address:	Email:
City/State/Zip Code:	If applying as a Non-profit, please provide 501(c)3 Tax ID #:

Reservation Request		
<b>Small Rooms:</b> <input type="checkbox"/> Douglas Clubhouse (40 max) <input type="checkbox"/> Euclid Park Room 1 (18 max) <input type="checkbox"/> Joslyn Park Craft Room (60 max)		<b>Large Rooms:</b> <input type="checkbox"/> Memorial Park Craft Room (40 max) <input type="checkbox"/> Reed Park East Half (40 max) <input type="checkbox"/> Reed Park West Half (40 max)
		<input type="checkbox"/> Joslyn Park Auditorium (100 max) <input type="checkbox"/> Marine Auditorium (120 max) <input type="checkbox"/> Reed Park Auditorium (110 max)
Date(s) Requested:		Day of Week: <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa
Set-up time:	Start Time:	End Time:

Event Information	
Title of Event:	Attendance:
Brief Description:	
Open to the Public?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Entrance Fee or Donation: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how much?
Will food be served?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Music or Amplified Sound: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what kind?

Set-up Information
Please select one of the following set-up options:
<input type="checkbox"/> <u>Hollow Square</u> <input type="checkbox"/> <u>Conference</u> <input type="checkbox"/> <u>Horseshoe</u> <input type="checkbox"/> <u>Theater</u> <input type="checkbox"/> <u>Banquet</u> <input type="checkbox"/> <u>Circle of chairs</u> <input type="checkbox"/> <u>Classroom</u>
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>Diagram 1: Hollow Square</p> <pre>       x x x x x x x x       [ ] [ ] [ ] [ ] [ ] [ ]       [ ] [ ] [ ] [ ] [ ] [ ]       [ ] [ ] [ ] [ ] [ ] [ ]       x x x x x x x x           </pre> </div> <div style="text-align: center;"> <p>Diagram 2: Conference</p> <pre>       x x x x x x x       [ ] [ ] [ ] [ ] [ ]       [ ] [ ] [ ] [ ] [ ]       [ ] [ ] [ ] [ ] [ ]       x x x x x x x           </pre> </div> <div style="text-align: center;"> <p>Diagram 3: Horseshoe</p> <pre>       x x x x       [ ] [ ] [ ]       [ ] [ ] [ ]       [ ] [ ] [ ]       x x x x           </pre> </div> <div style="text-align: center;"> <p>Diagram 4: Theater</p> <pre>       x x       [ ]       x x x x x       x x x x x       x x x x x           </pre> </div> <div style="text-align: center;"> <p>Diagram 5: Banquet</p> <pre>       x x       [ ]       x x x x x x       [ ] [ ] [ ]       x x x x x x       [ ] [ ] [ ]       x x x x x x           </pre> </div> <div style="text-align: center;"> <p>Diagram 6: Circle of chairs</p> <pre>       x x       x x x x       x x x x       x x x x       x x x x           </pre> </div> <div style="text-align: center;"> <p>Diagram 7: Classroom</p> <pre>       x x       [ ] [ ]       x x x x       [ ] [ ]       x x x x       [ ] [ ]       x x x x           </pre> </div> </div>
Additional Notes on Setup:

**PARK BUILDING RENTAL INFORMATION AND GENERAL RULES FOR USE**

Users must agree to follow these Park Building General Rules, complete a Rental Application and Certification Form (if required). Liability insurance as specified by the City's Risk Manager may be required.

**A. GENERAL INFORMATION**

*I have read and acknowledge Section A pertaining to General Information \_\_\_\_\_ (initials)*

1. Park facility rooms may be available for rental Monday – Sunday from 8:00am – 11:00pm.
2. Application must be received at least 10 calendar days prior to the date of the event but no more than 6 months in advance. Permits are issued subject to availability of facility and staff.
3. Please allow 7 working days for your request to be processed after receiving the completed application.
4. Permits are issued in accordance with the Park Facility Usage Categories. To obtain non-profit status, submission of 501(c)3 certification is required. Santa Monica residents must submit proof of address.
5. Permits are not issued on City observed holidays including but not limited to New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.
6. Permits may be revoked by the City if there is a conflict with City use.
7. 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.

**B. RENTAL RATES, PAYMENTS AND REFUNDS**

*I have read and acknowledge Section B pertaining to rental rate, payments and refunds \_\_\_\_\_ (initials)*

1. Payment is required within 10 calendar days of approval notification. Payment must be made by credit card. Please note: An additional non-refundable credit card processing fee of 2.95% will be charged for all credit card transactions. Upon approval of your application, you will receive an email with instructions on how to make payment online at [www.smgov.net/reserve](http://www.smgov.net/reserve).
2. Rates are per hour of use. All rentals must pay a minimum of 2 hours including set-up and clean-up time.
3. Facility will be closed and locked 30 minutes after permitted starting time if users do not show up.
4. Total hours requested must include set-up and clean-up time.
5. Rental period begins when the room is opened for you. You may not enter the room until the time designated on the permit.
6. 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.
7. Rental is only for the room designated on the permit. 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.
8. REFUNDS: All refunds are subject to a \$15 refund processing fee. Refunds must be received in writing at the reservation office at least 10 calendar days prior to the permit date. Any refund requested after the 10 calendar days is subject to approval.

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

*I have read and acknowledge Section C pertaining to Setup Requirements, Damage, Storage \_\_\_\_\_ (initials)*

1. Decorations are permitted if not attached using nails, screws, adhesive, staples, scotch tape or any other method that may cause damage to the facility premises.

**City of Santa Monica**  
Community Services Department  
Email: [reserve@santamonica.gov](mailto:reserve@santamonica.gov)

2. The use of decorative candles, incense, oils or open flame is prohibited in park buildings and parks. All decorations must be flame proof and may need approval by an on-site inspector with the Santa Monica Fire Prevention Division. Birthday candles are permitted but must be immediately extinguished.
3. Moon bounces are prohibited in park buildings and parks.
4. 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.
5. Permitted groups may not store equipment and supplies in park buildings without expressed written permission from the City.
6. Damage to park property will be paid for by the permit holder at a cost determined by the City. No subsequent permits will be considered until such payment is received.

**D. SERVING OF FOOD, BEVERAGE AND USE OF KITCHENS**

*I have read and acknowledge Section D pertaining to Food, Beverage, and Kitchen \_\_\_\_\_(initials)*

1. 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.
2. 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.
3. Kitchens are NOT available for public use at Reed Park, Senior Recreation Center and Virginia Avenue Park.
4. Kitchen appliances and equipment (i.e. refrigerators, stoves) are not available for public use at all park facilities. Kitchen space can be used for counter space and the sink only.
5. 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.
6. The use of non-recyclable plastic food and polystyrene ("Styrofoam") containers are prohibited. This includes no.6 in the recycling logo. For more information visit [www.smepd.org/container](http://www.smepd.org/container).

**E. MISCELLANEOUS**

*I have read and acknowledge Section E pertaining to Miscellaneous Information \_\_\_\_\_(initials)*

8. All meeting/events must comply with all Federal, State, and Local laws.
9. Smoking is prohibited in City building, parks and within 20 feet of entrance, exit, or open window of any building open to the public (SMMC 4.44.020(a)(8)).
10. Animals, except trained service animals, are not permitted in park buildings.
11. Groups composed primarily of minors must have 1 supervising adult on site for every 10 youth.
12. Amplified sound is subject to City approval.
13. Non-profit organizations may collect a nominal entrance fee or donation to cover the cost of the permitted function.
14. Vending in parks is prohibited except as stated in section 6.36.030 of the Santa Monica Municipal Code.
15. Santa Monica Lawn Bowls Club has access to the Douglas Park Clubhouse restroom during operating hours.

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

**Do not sign this agreement until after you read it and made sure there are no  
blank spaces.**

Applicant \_\_\_\_\_ desires to use the \_\_\_\_\_  
facility located at \_\_\_\_\_ 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 (print name):** \_\_\_\_\_

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

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

**City of Santa Monica**  
Community Services Department  
Email: reserve@santamonica.gov

## City of Santa Monica, Community Services Department Park Building Rental Charges

### COMMUNITY MEETING ROOMS

<u>Room Size</u>	<u>Maximum Capacity</u>	<u>Hourly Rate</u>
<u>Residents:</u>		
Small	18-50	\$33.00
Large	50-100	\$67.00

<u>Non-Residents:</u>		
Small	18-50	\$47.00
Large	50-100	\$95.50

Santa Monica based non-profit organizations:

Small	18-50	\$16.50
Large	50-100	\$33.00

*Must have at least 50% Santa Monica residents.*

***Please Note:***

- 1) Normal room rental hours of operation are 8:00 a.m. - 11:00 p.m. daily, excluding City Holidays.
- 2) A rental fee of \$2.69/hr. up to 20 hr. /week will be assessed to the Santa Monica Lawn Bowling Club for use of the Douglas Park Clubhouse. Hours above 20 hours per week will be charged the Douglas Park Clubhouse facilities rental rate.
- 3) Based on availability, a staffing fee of \$18.46 (FY 2017-18 rate) per hour will be assessed for usage outside of operating hours.
- 4) Capacities vary by facility depending upon square footage, placing of exits, amount of furniture and equipment in the room. Listed capacities are an approximation.
- 5) Rates for filming in park buildings are listed in Exhibit P4.
- 6) Facility permits are issued according to the facility permitting guidelines. User categories are defined in the User Category sheet.
- 7) Rental rate waivers may be available for collaborative programs with the City, City sponsored programs, and SM based non-profit youth groups.
- 8) Non-SM rates for Reed Park are the same as SM rates due to Proposition A funding requirements.
- 9) Staffing fees shall be subject to the annual administrative increase.
- 10) Insurances as determined by the City's Risk Manager may be required.
- 11) Park building rooms are not available for commercial ventures.

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Email: reserve@santamonica.gov

**Exhibit P4**

	Motion (Daily)	Still (Daily)	NP/Student (Daily)
<b>Small Room</b> (Douglas Park, Euclid Park, Joslyn Park Craft Room, Memorial Park Craft Room, Reed Park (East Half or West Half))	\$439.60	\$250.85	\$62.95
<b>Large Room</b> (Marine Park Auditorium, Reed Park Auditorium, Joslyn Park Auditorium)	\$629.58	\$377.50	\$94.43

Please Note:

1. These charges are in addition to any permits or licenses require for conducting business or filming in the City of Santa Monica.
2. Additional compensation may be required for filming in the event a scheduled activity or permit is displaced.
3. Insurance as determined by the City's Risk Manager may be required.
4. A staffing fee of \$18.46 (FY 2017-18 rate) hour will be assessed for facility usage outside of normal operating hours and shall be subject to the annual administrative increase set forth in this resolution.
5. Additional charges may be assessed for damage to the facility interior, exterior or its furnishings.
6. Daily rates constitutes an 8 hour day depending upon availability by location.
7. Facility Filming Rental Charges shall be subject to the annual administrative increase set forth in this resolution.