



CERRITOS SENIOR CENTER *at Pat Nixon Park* **FACILITY RENTAL POLICIES AND PROCEDURES**

I. GENERAL RULES AND REGULATIONS

- A. Only adult-focused functions are allowed in the Cerritos Senior Center. Children in attendance must remain in the space reserved and be supervised at all times.
- B. Permission to use the Senior Center is granted in writing and will not be confirmed until the copy is signed by the Senior Center Facility Coordinator.
- C. All activities must be coordinated and planned with the Senior Center Staff and all decisions approved by the Senior Center Facility Coordinator.
- D. The APPLICANT must check in with the Event Supervisor at the beginning of the reservation time, be present for the ENTIRE RESERVATION, and check out with the Event Supervisor at the conclusion of the reservation and clean up.
- E. The APPLICANT will accept full responsibility for any damages resulting from the applicant's function and shall incur all costs of damages to equipment or the facility.
- F. Only **Senior Center Staff** are allowed to regulate heating, air conditioning, lighting, public address system, or any other electrical or mechanical system in the building.
- G. Permits shall not be transferred, assigned, or sublet.
- H. Any person or group will be financially responsible for personal injury, property or equipment damage arising from use of the facility, meetings or activities. Cost of repair or replacement of property or equipment will be based on current market value. The Senior Center does not accept any legal responsibility for any act or incident arising from use of its property by any organization, group, or individual.
- I. Neither the City of Cerritos nor the Cerritos Senior Center will be held responsible for the loss, damage, or theft of equipment or articles owned by the user(s).
- J. The Senior Center reserves the right to suspend use of the Center to those groups and individuals not complying with established rules and regulations. These rights may be suspended during an event.
- K. **Smoking; including e-cigarettes and vaporizers are not allowed inside the Senior Center. It is the user's responsibility to enforce this rule. Failure to comply will result in FOREFEITURE OF DEPOSIT.**
- L. **Any user group desiring to charge an admission fee/donation or sell any items must submit a written request in advance of activity.** No monies can be exchanged at the facility without written authorization. This includes; raffles, memberships, donations, 50/50s, etc.

II. SPECIFIC FACILITY REGULATIONS

- A. **Food must be consumed in the banquet room only. Food and drinks are NOT allowed in the lobbies.**
- B. Amplified music and/or sound systems, (including mobile D.J.'s, karaoke, or any other music systems) shall not be permitted without prior written permission for both outside and inside facilities. An additional security deposit is required.
- C. Complete kitchen facilities are available for rent. Cooking utensils, pots, pans, and trays are NOT supplied. Barbecuing is allowed in specific outdoor areas only, and under strict conditions. **This use must be approved in advance by the Senior Center Facility Coordinator.**
 - i. Client is responsible to provide their own ice. Kitchen does feature an ice machine but it may, at times, not be in working condition.
- D. Gazebo is available for ceremonies for an additional fee and deposit.
 - i. Note that the gazebo resides in open park space and that maintenance of the space is only Mon.-Fri. Please plan accordingly and know that tree debris will be on pathways and grass areas.

III. DECORATING

- A. Set-up and clean-up must be completed within approved reservation time.
- B. Decorations shall not be displayed or installed which could damage or deface the facilities. Use of nails, tacks, staples, or other sharp instruments are not permitted. No candles, confetti, glitter, or bubbles are allowed. **The use of birdseed and rice in and around the Senior Center is FORBIDDEN.**
- C. No pinning or hanging items off the stage curtain.
- D. All decorations or other materials must be removed before the reservations ends.

IV. CLEAN-UP

- A. **Clean-up is the APPLICANT'S responsibility.**
- B. Tabletops are to be wiped clean, chairs must be cleaned and all refuse removed from floors.
- C. All trash must be placed in the proper receptacles and then taken to and discarded in outside dumpsters.
- D. Applicant is responsible for picking up all refuse and trash generated by the rental group on the exterior of the facility on the Senior Center grounds.
- E. **The kitchen area must be cleaned and returned to the condition it was in when the client first arrived. All kitchen counter tops and equipment must be wiped clean. All spillage in refrigerators and**

freezers must be cleaned up. Any spillage on the kitchen floor must be mopped up.

- F. Any personal/rental items must be removed prior to exit from the Senior Center. Any items left behind will be subject to disposal.
- G. **All clean up must be completed within the hours of use stated on the rental application. Any increment of time that extends beyond the reserved hours will be billed at twice the hourly rate for the full banquet room.**
- H. **In the event Applicant fails to leave the facility in an acceptable condition, the City will have such areas cleaned and the Applicant will be charged a custodial fee equal to \$18.50, per custodian per hour. The charges will be deducted from the applicant's deposit.**

V. ALCOHOL

- A. Alcohol use refers to **ANY** beverage that contains alcohol. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and City Ordinances. Failure to comply with any regulations will result in **IMMEDIATE REVOCATION OF PERMISSION** to use alcohol.
- B. Any applicant permitted to serve alcoholic beverages will be required to pay an additional, yet refundable, \$500 deposit. In addition to the required liability insurance, applicants must also purchase alcohol insurance.
- C. Any function with an estimated attendance of over 100 people where alcohol will be served will require a minimum of one uniformed sheriff at a rate equal to their actual cost plus benefits per hour.
 - i. At the discretion of the Senior Center Facility Coordinator, any group of any size may be required to have a uniformed sheriff present.
- D. All alcoholic beverages must be consumed **INSIDE** the banquet room area only.
- E. No alcoholic beverages shall be served to any person under 21 years of age. Injuries caused to a person as a result of alcoholic beverages being served to or consumed by a minor on the City premises, or arising off the City premises, or as a result of alcohol being available on the City's premises shall be the sole responsibility of the client.
- F. All hard liquor must be distributed **over a bar** into individual servings. Wine, punch, beer and champagne must be consumed from individual containers. **There will be NO drinking directly from bottles or cans.** Champagne bottles must be opened only in the kitchen.
- G. Serving and/or selling of alcoholic beverages may be allowed for a **MAXIMUM OF 5 HOURS**. Serving of any alcoholic beverages **MUST END ONE HOUR BEFORE** the close of the event.

- H. Failure to abide by the above policies will result in **FORFEITURE OF A PORTION OR ALL** of the deposit.
- I. The distribution or consumption of alcoholic beverages shall be in compliance with the applicable laws, including regulations of the Alcoholic Beverage Control Commission. Any organization using the Senior Center premises shall be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. Evidence of required permits, licenses or insurance must be turned in **TEN (10) working days prior to the scheduled event. No sales or requests for donations for alcoholic beverages are permitted without a license from the State Alcoholic Beverage Control Department located at 3950 Paramount Boulevard, Suite 250, Lakewood, California 90712. Their telephone number is (562) 982-1337 and email is LBH.Direct@abc.ca.gov.**

VI. FEES AND SECURITY DEPOSITS

- A. All fees must be submitted by credit card, checks or money orders from the person or organization making the reservation.
- B. In order to qualify for the resident priority, checks must have a Cerritos address pre-printed on them. Money orders and cashiers checks must be accompanied by proof of residency.
- C. Reservations must be made in person. Proof of residency must be provided. No reservations will be taken over the telephone.
- D. If more than one patron of equal status arrives at the Senior Center at the same time and are trying to reserve the same date, then each patron will be entered into a lottery system. The lottery winner will thus be granted first rights to reserve the date in question.
- E. As a courtesy, a date may be reserved for a maximum of one week (7 days) with no down payment. No down payment made on or before the expiration of the one free-of-charge week constitutes a forfeiture of the date and the date will become available for rent by another patron.
- F. **To reserve a date, a minimum payment of 50% of the total deposit must be made at the time of reservation.** The remaining balance of the deposit must be paid in full on the first day of the previous month of the requested date.
- G. The entire rental fee is to be paid the first day of the previous month of the requested date. No refund will be issued if a reservation is cancelled less than two weeks before the scheduled reservation.
- H. Failure to abide by the stated times above will result in additional fees or cancellation of the reservation.
- I. Requests for reservations for events less than 30 days of the scheduled event date must be accompanied by a money order or cashiers check.

- J. Applicant is responsible for notifying the Senior Center **in writing** of any changes or cancellation request.
- K. Security deposits will be returned by mail within 3-4 weeks if all policies and procedures are followed and the Senior Center is left in a clean and orderly manner. **Failure to abide by the regulations, rules, City policies and ordinances will result in forfeiture of the security deposit.**
- L. At the end of a reservation, the applicant will be given a copy of the event checkout list, which indicates any problems or violations that occurred during the event.

VII. INSURANCE AND SECURITY

- A. The City requires the applicant to secure insurance in the amount of \$1,000,000, which holds the City harmless for any damage or injury. **The City must be named as an "additional insured"**. The use of alcohol requires the purchase of additional "alcohol insurance".
- B. The applicant shall indemnify the City of Cerritos and its officers, officials, agents and employees against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation, or other organization arising out of or in connection with the use of City facilities by said applicant.
- C. If the Senior Center Facility Coordinator and the Community Safety Coordinator consider it necessary, the assignment of one or more uniformed sheriff officers may be required. The cost of any officers and the cost of the City providing other personnel necessary to the occurrence of the event shall be borne by the applicant.

***Failure to comply with policies or misrepresentation of event will result in forfeiture of all or part of the deposit.**



APPLICANT TO READ AND SIGN

I, the undersigned have read, and do understand and agree with the rental policies and procedures and certify that I will abide to and enforce the rules, regulations and policies governing the facility.

I will accept all responsibility for any damage to the premises, property, furniture or equipment arising from the use of this facility.

In compliance with the Center's policies and procedures, I have gone over the rules, regulations, and cleaning requirements with my caterer and/or decorator and have retained their signature(s) as agreed.

Client Signature: _____

Date: _____