

Community Facilities

Rental Policy and Information Guide

- I. Policy Statement
- II. Purpose of Use Policy
- III. Application for Use
- IV. Rules and Regulations
- V. Use and Service of Alcohol
- VI. Kitchen Use
- VII. Use of Outdoor Space
- VIII. Fees and Permits
- IX. Set Up Arrangements
- X. Liability and Insurance
- XI. Cancellation Policy
- XII. Ladera Serra Park Restroom Key
- XIII. Discrimination by User Groups
- XIV. Lottery Procedure



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**COMMUNITY FACILITIES
RENTAL POLICY AND INFORMATION GUIDE**

I. POLICY STATEMENT

- A. The Stanley Plummer Community Building; the Senior Citizen/Community Center Multi-Purpose Room, Meeting Room and Conference Room; the Walker House Conference Room; the Ladera Serra Park Recreation Building; the Marchant Park Recreation Building; and the meeting rooms at City Hall (hereafter collectively referred to as “Community Facilities”) shall be available for activities which contribute to the best recreational, social, cultural, civic and educational interests of the citizens of San Dimas. The meeting rooms at City Hall shall be utilized only for meetings, and the Senior Citizen/Community Center is primarily for senior citizen use; however, other compatible community uses are permitted. Any dispute regarding the “best recreational, social, cultural, civic and educational interests of the citizens of San Dimas” shall be referred to the Director of Parks and Recreation or, if necessary, the City Manager for final determination.

II. PURPOSE OF USE POLICY

- A. The purpose of this Use Policy is to assure that Community Facilities are operated in a manner that best serves the residents of the City of San Dimas. It is intended to ensure that facility use is granted in a fair and equitable manner for meetings, activities, and events, which are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the facility are intended to recoup on-going maintenance and operation costs of the facility.

III. APPLICATION FOR USE

- A. Reservations for the use of Community Facilities shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation for the following activities without charge, or at a custodial charge, and with preference in the following order:
1. City sponsored or co-sponsored activities.
 2. Activities sponsored by other governmental agencies if requested use is during regular business hours. Fees shall be charged for after hours use.
 3. Activities sponsored by the Bonita Unified School District, which serves the citizens of San Dimas, shall be billed at custodial rate when reserved by District staff.
- B. Reservations for all other uses of Community Facilities shall be made through the Parks and Recreation Department and granted at the discretion of the Director of Parks and Recreation at the established rates and on a first come, first served basis.
- C. Non-City sponsored activities may not be scheduled on a recurring basis Fridays through Sundays. A maximum of three dates, Mondays through Thursdays, may be reserved on one reservation.

- D. Rental of Ladera Serra Park Recreation Building and Marchant Park Recreation Building is available to San Dimas residents only.
- E. For the purpose of definition, the following shall prevail:

RESIDENT USE: Resident use is defined as use by a San Dimas resident; a business located in the City of San Dimas; a San Dimas based organization whose membership is composed of 51% San Dimas residents (roster may be required); a person who owns and pays taxes on a business or property in San Dimas; or a political campaign directly related to the City of San Dimas.

PROOF OF RESIDENCY: Proof of residence in the form of a valid California driver's license or California ID, and current utility bill (water, gas, electric, or copy of lease) bearing the same name and address is required for individuals. Resident business must produce a valid San Dimas business license. A P.O. Box address does not validate proof of residency.

NON-PROFIT: Groups and organizations such as service clubs, youth organizations, school student body activities, church groups, PTA groups, booster clubs, etc. A membership roster, Articles of Incorporation and proof of non-profit status (501(c)(3)) may be required as a condition of receiving classification in this category. San Dimas based non-profits are charged the resident non-profit rental rates, and all other non-profits are charged the San Dimas resident rate for facility rental.

PRIVATE: Individuals whose use is for a private function which is not open to the general public, or for private enterprise use by a business, i.e. company dances, dinners, exhibits, advertising programs, fashion shows, etc.

IV. RULES AND REGULATIONS

- A. All City, County, State, and Federal ordinances must be observed.
- B. All persons and organizations requesting use of Community Facilities must submit an application for approval.
 - 1. Applications for use of the Stanley Plummer Community Building by San Dimas residents must be filed at least 15 days and not more than 9 months prior to requested date of use, and 15 days to 6 months for non-residents.
 - 2. Applications for use of the Senior Citizen/Community Center Multi-Purpose Room by San Dimas residents must be filed at least 15 days before and not more than 6 months prior to the time of use, and 15 days to 3 months for non-residents.
 - 3. Applications for use of the Senior Citizen/Community Center Meeting Room and Conference Room, and the Walker House Conference Room by all applicants must be filed at least 15 days before and not more than 3 months prior to the time of use.

4. Applications for use of Ladera Serra Park and Marchant Park Recreation Buildings must be filed at least 15 days before and not more than 3 months prior to the time of use. These Recreation Rooms are open to Residents of San Dimas only.
 5. Rental Hours: Facilities may be reserved as early as 8:00 a.m. All activities, including clean up, must cease by 1:00 a.m. in the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi-Purpose Room. Activities in the Senior Citizen/Community Center Meeting Room or Conference Room, the Walker House Conference Room, and the Ladera Serra and Marchant Park Recreation Buildings must cease by 10:00 p.m.
 6. Applications for facility use must be made for a minimum use of 2 hours.
- C. All applicants must present valid California I.D.
1. Applicant must be at least 21 years of age at time of reservation.
 2. Applicant must sign a Hold Harmless Agreement and assume all liability for damages and theft of City property. Applicant is held responsible for reimbursing the City of all damaged or missing items.
 3. Applicant must be present throughout the entire time of scheduled use and is responsible for proper conduct and ethical control of guests during facility use.
 4. Applicants shall not transfer, assign, or sublet use of facility or apply for use on behalf of another person or organization.
- D. City facilities are not to be used for personal and/or private gain.
- E. Use may be denied and the application rejected for the following reasons:
1. The applicant previously used a Community facility and failed to comply with applicable rules or conditions, or due to damage or lack of cleaning, did not receive full refund of cleaning deposit.
 2. The applicant has twice before cancelled a scheduled event in a Community facility.
- F. Required security/cleaning deposit must accompany the application. Final approval is granted upon payment of balance due. Facility reservations are subject to cancellation if fees are not paid 15 days prior to event.
1. The security/cleaning deposit will be fully refunded by City check made payable to the applicant, and mailed approximately four weeks after the date of the activity under the following conditions: cleaning requirements are met; applicant does not extend the activity beyond the hours specified on application; no damage, theft, or abuse to the building or grounds occurs during the use.

2. Facilities must be left in a clean and orderly condition. Clean up includes the removal of all decorations, food, rented items, dishes, utensils, debris, etc. Trash must be disposed of in available containers, and the sink disposal flushed.
 3. The deposit refund will be adjusted to reflect costs associated with the repair of damages or abuse, or for the extension of hours beyond those reserved. Violation of any stated rules or regulations may also result in full or partial loss of security/cleaning deposit. A \$25 minimum charge per infraction or violation of facility rules will be imposed and deducted from deposit.
- G. Equipment located within the facility (such as piano, audio visual screen, etc.) is not available for use. No equipment or furnishings may be removed from the premises.
- H. The City is not responsible for any lost, stolen or damaged items.
- I. Gambling, use of profane language, or improper conduct will not be permitted and may be grounds for termination of activity and/or loss of deposit.
- J. Only teen dances sponsored or co-sponsored by the Parks and Recreation Department shall be permitted. Exception may be granted to the Bonita Unified School District providing all requirements regarding security and control are met, as determined by the Director of Parks and Recreation. School District personnel must make application for use of facilities for school events.
- K. The City of San Dimas reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, and laws are being observed.
1. A City employee shall be assigned to any activity scheduled in Community Facilities. Supervision by Staff is necessary for the public's safety and well-being. Staff shall have complete authority over the facility being used, all equipment, participants, activities, alcohol service and any security firm(s) on site. The Staff shall have authority to request changes in activities or cessation of activities. Users must comply with these requests and instructions. Staff shall have the authority to deny or terminate the use of the facility if a determination is made by Staff that the use does not conform to the requirements of the use policies and regulations and/or may cause damage to the facility.
 2. Failure to comply with the instructions of City employees may be grounds for termination of the activity and/or loss of deposit.
- L. Any damages or any accident must be reported immediately to the employee on duty.
- M. The City has the right to require chaperones and/or security guards at applicant's expense for any function.
- N. Decorations must be of a flameproof material and approved prior to installation.
1. Decorations must be removed immediately at the conclusion of each event. No nails, tacks, staples, tape (blue tape permitted) or other materials considered

harmful or defacing to the facility or furnishings will be permitted. Nothing shall be attached to the draperies in any Community Facility.

2. No rice, birdseed, confetti, or other similar items shall be used for decoration or thrown in or around the facility. Balloons must be secured and not released. A fee will be assessed if facility Staff has to retrieve released balloons.
- O. Incense, fog, hazer or smoke use is not permitted at any time. Fire and open flame are strictly prohibited without written approval from the Director of Parks and Recreation. Typical uses of fire and open flame that may be considered for approval include regular style birthday candles no more than 3 1/2 inches in height that are placed in a cake (pastry or ice cream) and lit for a short duration and then extinguished after the singing of a celebratory song (relight candles are not allowed). Request for approval, along with sample candle or open flame device, must be submitted to the Director of Parks and Recreation a minimum of 15 days prior to event.
- P. Sterno heaters for food warming are allowed if heater is placed under a chafing dish on a table with no guests seated at the table. Propane containers (or similar Class I and II liquid fuels) are prohibited inside any Community facility at all times.
- Q. Smoking is not permitted in any City of San Dimas facility or park. Smoking is permitted in the parking lots and on the street.
- R. Animals are not permitted inside any Community facility except those that serve as aides to physically challenged individuals.
- S. Approval is required at time of application for the service of food or beverages.

V. USE AND SERVICE OF ALCOHOL

- A. The use of alcohol is exclusively by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event.
1. Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21.
 2. The use of alcoholic beverages is prohibited at Ladera Serra Park and Marchant Park.
 3. Use of alcoholic beverages is allowed inside the Stanley Plummer Community Building and the Senior Citizen/Community Center Multi-Purpose Room, and must be approved by the Director of Parks and Recreation on a case by case basis in accordance with the following conditions:
 - a. Alcoholic beverages may be served, sold, or consumed only if a meal is served. Hors d'oeuvres, snacks, etc. are not considered a meal.

- b. Only a person or organization possessing a current, valid license from the Alcohol Beverage Control Board (A.B.C.) may sell or accept donations for alcoholic beverages.
 - c. Non-Profit Organizations may obtain a license to sell alcoholic beverages from the A.B.C. only if the proceeds are going to the Non-Profit organization.
 - i. Such organizations must request verification of facility use from the City, to be provided to A.B.C. when applying for the license.
 - d. Private party rentals must arrange for the A.B.C. license through a licensed caterer. The caterer must have a catering license which enables the caterer to sell alcohol; and must obtain the A.B.C. license allowing for the sale of alcoholic beverages at the reserved facility.
 - i. NO EXCEPTIONS: It is illegal for a private party to sell alcohol on their own.
 - e. A copy of the A.B.C. license must be provided to the Parks and Recreation Department at least seven working days prior to the event.
 - f. A copy of the A.B.C. license must be posted in plain public view near the area where the alcohol is being served.
 - g. No one under the age of 21 is permitted to consume alcoholic beverages.
 - h. All alcohol must be distributed from behind a table or a bar by an adult over the age of 21 who is responsible for insuring that no minors are served. The server must also insure that guests are not over-served.
 - i. When serving Champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles must not be opened in community rooms.
 - j. No alcoholic beverages may be consumed outside the facility except as approved by the Director of Parks and Recreation.
- B. Facilities may be reserved for rehearsal or decorating for a two hour minimum on the evening before an approved scheduled event based on availability. Such use may be reserved no sooner than 15 days prior to event.
- C. Additional regulations and specifications may be required in the facility use permit for any event.

VI. KITCHEN USE

- A. Applicants utilizing kitchen facilities in the Stanley Plummer Community Building or the Senior Citizen/Community Center Multi-Purpose Room shall furnish their own dishes, silverware, cooking utensils, towels, soap, etc.

- B. Kitchen equipment such as ice machine, microwave oven, stove, oven, and refrigerator, are available for use.
- C. All applicants utilizing kitchen facilities must leave the kitchen in a clean and orderly condition after use.
- D. The City reserves the right to ban caterers or applicants from future use of facilities if they fail to clean the kitchen in accordance with the standards established by the City.
- E. Barbecue grills or outdoor cooking may occur in the designated area for the Stanley Plummer Community Building and in the Senior Citizen/Community Center Multi-Purpose Room with approval at time of application. Pavement under the cooking area must be covered with a plastic tarp and/or cardboard prior to the start of food preparation. Grease spatters and other spills shall be absorbed before removing tarp. All soiled materials shall be properly disposed.

VII. USE OF OUTDOOR SPACE

- A. Approval is required at time of application for use of the Civic Center Plaza area or the Patio area at the Senior Citizen/Community Center in conjunction with the rental of facilities.
 - 1. Applicants reserving the Community Building may request to use the Civic Center Plaza for a specified purpose, during specific time frames within the hours of the facility rental.
 - 2. Applicants reserving the Senior Citizen/Community Center Multi-Purpose Room may request to use the Patio for a specified purpose, during specific time frames within the hours of the facility rental.
 - 3. Applicant must provide all furniture for use outdoors, as City furniture shall not be taken from inside the facilities.
 - 4. All furniture and equipment must be pre-approved and a site plan submitted no later than 15 days prior to event.

VIII. FEES AND PERMITS

- A. Fees will be assessed per the rates listed in the “Community Facilities Rental Fees” schedule. A holiday surcharge will apply to any reservation scheduled on a holiday and/or the day observed by the City of San Dimas as holiday.
 - 1. Observed Holidays – Martin Luther King, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day
- B. A penalty fee will be assessed for any hours or portion thereof exceeding the closing time for each facility. That fee shall be assessed at the hourly rate plus fifty percent.

- C. Final approval is granted upon payment of balance. No reservation shall be confirmed until appropriate fees, deposits, permits/ licenses, and insurance are obtained and paid. Facility reservation is subject to automatic cancellation if fees are not paid 15 days prior to scheduled event.

IX. SET UP ARRANGEMENTS

- A. Table and chair arrangements must be submitted at least 15 days prior to scheduled use of facility. Set up diagrams are available based upon the occupancy of each facility. Only approved arrangements will be accommodated. Applicant may not remove or change the set up after the facility is occupied with guests. All set up changes must be performed by Staff.
- B. No seating allowed on the stages inside the Community Facilities. Other activities on stages must be approved at time of application.
- C. City owned tables and chairs shall not be taken outside of the Community Facilities, except as approved by the Director of Parks and Recreation.
- D. Applicants may provide their own tables and chairs with approval at time of application.

X. LIABILITY AND INSURANCE

- A. All users of Community facilities shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit. If alcohol is to be served, insurance coverage shall include coverage for serving alcohol beverages.
- B. All user's insurance shall:
 - 1. Name the City of San Dimas, its employees, officials, agents, (collectively hereinafter "City and City personnel") as additional or co-insured on an endorsement.
 - 2. Contain no special limitations on the scope of protection afforded to City and City personnel.
 - 3. Be the primary insurance and any insurance or self-insurance maintained by City or City personnel shall be in excess of the user's insurance and shall not contribute with it.
 - 4. Shall be "date of occurrence" rather than "claims made" insurance.
 - 5. Shall apply separately to each insured against the limits of the insurer's liability.
 - 6. Shall be written by insurance companies qualified to do business in California and rated "A" or better in the most recent edition of Best Rating Guide, The Key

Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Risk Manager due to unique circumstances.

7. The applicant's policy must include a 30-day written cancellation notice.

C. Certificate of Insurance - The City of San Dimas requires the following information on all certificates and additional insured endorsements:

1. Wording must read exactly, with no exceptions accepted:
"Additional Insured: City of San Dimas."
2. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of "insured."
3. Certificate must be an original. No copies will be accepted.
4. The Certificate of Insurance must be filed with the City of San Dimas not later than the date of final payment or 15 days prior to the event, whichever is earlier. If a certificate is not on file by this date, insurance fees will be added to the final payment.
5. If alcohol is to be served, insurance coverage shall include coverage for serving alcoholic beverages.
6. Indemnification Clause -- To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

D. If the applicant is unable to provide adequate insurance, the City of San Dimas, for a fee, will make available Tenant/User insurance coverage.

XI. CANCELLATION POLICY

A. Applicant may cancel a facility reservation with the following penalties applied:

1. Reservations cancelled 60-90 days prior to scheduled event will receive a refund of fees minus \$50 or one-half of the rental deposit fee, whichever is less.

2. Reservations cancelled 31-59 days prior to scheduled event will receive a refund of fees minus \$100 or the amount of the rental deposit fee, whichever is less.
3. Full rental deposit will be retained if reservation is cancelled 30 days or less prior to scheduled event.

XII. LADERA SERRA PARK RESTROOM KEY

- A. San Dimas residents may reserve a restroom key for Ladera Serra Park at a daily fee rate. The key may be reserved on a first come, first served basis; may be reserved up to two weeks in advance of use, but must be reserved at least two days in advance; picked up one business day prior to use; and returned on the first business day following use; at the Parks and Recreation Department.
- B. A refundable deposit (cash or credit card only) will be taken at time of pick up and returned when the key is returned. Key must be returned the first business day immediately following use. Applicant shall bear all costs for replacement of lost keys and new locks. Duplication of a key shall be considered unlawful and subject to prosecution.
- C. Security and condition of the restroom shall be the sole responsibility of the person signing for the key. Deposit will be retained should the restrooms be damaged or abused.

XIII. DISCRIMINATION BY USER GROUPS

- A. The City of San Dimas shall not rent, lease, or allow use of Community Facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference, or handicap condition.

XIV. LOTTERY PROCEDURE

- A. If two or more eligible applicants are interested in reserving the same Community Facility and arrive at the Parks and Recreation Department counter at the same time, then the following lottery procedure will take place:
 1. Eligibility of applicants will be verified, and only eligible applicants will be included.
 2. The Parks and Recreation Department employee will write consecutive numbers on pieces of paper, starting with 1 and continuing through the number of parties to be included in the lottery.
 3. The pieces of paper shall be folded so that the numbers are not visible, and then inserted into a container.
 4. One representative of each party shall pick one piece of paper out of the container. The number on that piece of paper establishes the priority of each party.

5. The party holding priority number 1 shall be able to rent the facility for any available and eligible date at that time.
6. Each party shall be taken in turn of their priority, from lowest number to highest, as established by the lottery for any remaining available and eligible dates.

FAILURE TO COMPLY WITH ALL RULES AND REGULATIONS GOVERNING USE OF CITY OF SAN DIMAS COMMUNITY FACILITIES MAY BE GROUNDS FOR TERMINATION OF ACTIVITY, MAY RESULT IN FORFEITURE OF DEPOSIT AND POSSIBLE BAN FROM FUTURE USE.