City of Hermosa Beach
COMMUNITY RESOURCES DEPARTMENT
710 PIER AVENUE, HERMOSA BEACH, CA 90254
310.318.0280 ♦ FAX 310.372.4333

FACILITY USE POLICIES & PROCEDURES: COMMUNITY CENTER ROOMS

1. Alcohol is prohibited at all City facilities, and smoking is prohibited inside facilities.
2. Open flames of any kind are not permitted.
3. The applicant is responsible for the conduct of all members of the reservation party, and must be in attendance for the duration of the party.
4. Persons in attendance shall restrict their activities to those facilities, or portions thereof, to which their application and contract entitles them. Roping off area or blocking of hallways/walkways is not permitted if outside of specified rental area.
5. The total number of people in a room shall not exceed the maximum capacity determined by the Hermosa Beach Fire Department listed below:
   Room 4: 39 person maximum – food & drink permitted
   Room 5: 39 person maximum – food & drink not permitted
   Room 9: 17 person maximum – food & drink not permitted
   Room 10: 39 person maximum – food & drink not permitted
6. Upon conclusion of the activity, groups must leave the facility(ies) in clean condition. Applicant shall be responsible for any damage and cleaning responsibilities will include: throwing away of all trash, sweep/mop floors (if necessary), and removal and disposal of all decorations
7. The applicant shall be responsible for the cost of repairs/replacement of damaged property, in addition to the security deposit, should damage exceed the amount of the deposit.
8. All decorations to be used must be fireproof and receive Community Resources Department approval prior to installation. This includes, but is not limited to, any material attached to curtains, walls, ceilings or doors. Decorations are allowed to be hung by painters tape only.
9. Supplies or equipment such as tables, chairs, etc. shall not be removed from the facility to which they are assigned. Additionally, applicants will be responsible for any missing equipment at the end of their rental.
10. If a specific room set-up is requested, you must submit a diagram of the proposed set-up at least 72 hours prior to the beginning of the reservation and during office hours: Monday-Thursday 7am-6pm. The dance rooms, 5 and 10 are allowed no additional tables and chairs than what is currently in each room.
11. All payments must be made payable to the City of Hermosa Beach. The Application Fee must be submitted with the Facility Rental Application in order for the application to be reviewed. The Damage Deposit is to be made with the first month's payment. Invoices are sent on the first office day of each month with the entire month's room rental fees and must be paid within 48 hours from the time the invoice was sent. Non payments will automatically result in cancellation of reservation without notice.
12. When applicable, refund checks, including cleaning deposits, are issued to the payee within 2 – 4 weeks after the conclusion of the reservation. Refunds or credits are issued at the discretion of the Community Resources Department.
13. Under any circumstance, the City of Hermosa Beach Community Resources Department has the right to cancel any reservation. Although very rare, unforeseen circumstances may arise, preventing the department from fulfilling the obligations of the contract.
14. All cancellations and time changes must be made at least 24 hours prior to rental date and during office hours: Monday-Thursday 7am-6pm. Groups will be responsible for all fees associated to rental if cancellation is not made within 24 hours and during office hours. All cancellations and time changes must be received in writing to the Community Resources Department.

I hereby certify that I shall be responsible, on behalf of my group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by my group/organization. I agree to abide by and enforce the rules and regulations of the City of Hermosa Beach and certify that I have read the rules, regulations and agreements listed.

_____ _____
Signature of applicant *Date*

Name (Printed): _____