



**CITY OF LA VERNE
COMMUNITY SERVICES DEPARTMENT**

FACILITY RENTAL INFORMATION

Reservations for the Community Center and Veterans Hall may be made Monday through Thursday from 8:30 AM to 5:00 PM. Reservations will be accepted on a first-come first-served basis. If these hours are inconvenient, please ask the receptionist about an appointment time. However, applicant must realize that an appointment time does not ensure that the applicant will get the requested date.

NO RESERVATIONS WILL BE TAKEN OVER THE PHONE OR WITHOUT THE COMPLETED PACKET AND INITIAL FEES.

A completed packet, deposit and a Certificate of Insurance OR Special Event Liability Insurance is required to hold a reservation.

Reservations may be made up to one year in advance.

Facility must be paid in full and all additional services must be added **THIRTY (30) DAYS PRIOR TO THE SCHEDULED EVENT OR THE EVENT IS SUBJECT TO CANCELLATION. NO EXCEPTIONS.**

- ❖ **MONDAY – THURSDAY: TWO-HOUR MINIMUM USAGE REQUIRED**
- ❖ **FRIDAY – SUNDAY: FOUR HOUR MINIMUM USAGE REQUIRED**

LA VERNE COMMUNITY CENTER PACKAGES

\$500 Security Deposit (\$1000 for events honoring under 21 years of age**) plus \$500 advanced payment due upon reservation**

There are two rental packages available for the Community Center.

8 hour rental \$2,000

6 hour rental \$1,800

All rental packages include dedicated City staff throughout the event, security, special event liability insurance, use of the kitchen, ice machine, table and chair set up, and cleaning. If renter has linens, and table arrangements staff will place on tables if requested.

Package also includes dance floor, cake table, podium, screen, stage steps, bar, portable microphone and TV/VCR if requested at no additional cost.

*\$125 for each additional hour. Additional hour(s) may be scheduled from 8 a.m. to 11 a.m. the morning of your event. ****PRICES SUBJECT TO CHANGE****

DAMAGE/SECURITY DEPOSIT

All renters will be charged a \$500 damage/security deposit. Events honoring those under 21 years of age will be charged a \$1000 damage/security deposit. This deposit is refundable two to three weeks after rental providing there is no damage to the facility and there are no violations of the rental agreement during the event. This fee is NOT included in the package rates.

ALCOHOL SERVICE

La Verne Police Officers are required if alcohol is served and are included in the package. Beverage Server must be over the age of 21 and serve from one central location. Beverage Server/Applicant needs to ensure responsible alcohol service is in compliance with ABC protocol. **NO alcohol should be served to minors.** Only non-profit organizations may sell alcohol and must provide the City with an ABC liquor license. La Verne Police officers will remain on site when guests arrive through the end of the rental.

SPECIAL EVENT LIABILITY INSURANCE

Insurance is required for all functions and is included in the rental package.

CLEANING SERVICE

All rental packages include our cleaning service (mopping, sweeping, vacuuming, and trash removal). Renters will be given ½ hour after the end of their rental to remove any table arrangements, decorations, etc.

The renter is responsible for the removal of food and cleaning of the kitchen. The kitchen should be returned in the same manner in which it was given.

CAPACITY

Main Hall: Assembly = 300 Dining Only = 256 Dining and Dancing = 232

Large Meeting Room: Assembly = 234 Dining only = 160 Dining and Dancing = 128

RENTAL RATES

	Weekend Rental Rate	Non-Profit and Business Meetings (Mon-Thur/8AM-12AM) Rental Rate
<u>Veterans Hall</u>		
Main Hall/First Hour	\$150	\$100
Additional Hour	\$ 75	\$ 50
Refundable Damage/Security Deposit	\$250	\$250
Cleaning Service (Mandatory)	\$125	\$125

\$250 Security Deposit plus \$100 advanced payment and liability insurance due upon reservation

\$500 Security Deposit if event is honoring under 21 years of age

La Verne Community Center

Main Hall/First Hour	See Package Rates	\$150
Additional Hours	N/A	\$ 75
Large Meeting Room/First Hour	\$200	\$100
Additional Hours	\$100	\$ 50
Small Meeting Room/First Hour	\$100	\$ 50
Additional Hours	\$ 50	\$ 25
Classroom I, Senior Activity Room, Senior Craft Room, Dance Studio/First Hour	\$ 80	\$ 40
Additional Hours	\$ 40	\$ 20
Cleaning service (Mandatory)	\$250	\$250
Refundable Damage/Security Deposit	\$500	\$250

\$500 Security Deposit plus \$500 advanced payment and liability insurance due upon reservation

\$1000 Security Deposit if event is honoring under 21 years of age

PRICES SUBJECT TO CHANGE

La Verne Police Officers (required if alcohol is served or if attendance is over 100 guests)

1 La Verne Police officer	\$40/hour	2 La Verne Police officers	\$80/hour
(Up to 100 guests)		(101+ guests)	

SPECIAL EVENT LIABILITY INSURANCE

Insurance is required for all functions. Applicants may either purchase Special Event Liability Insurance from the City, or they may supply the City with a Certificate of Insurance. If supplying the City with a Certificate of Insurance, the Certificate **MUST** be in the amount of \$1,000,000 and **MUST** include a **SEPARATE** additionally insured endorsement specifying the following language: "The City of La Verne, its elected and appointed officials, employees and/or agents are additionally insured." If alcohol will be served/sold, said Certificate **MUST** specify liquor liability and must be in accordance with AR 403, which is available upon request.

	1 to 100 people	101 to 500 people
No Alcohol Served	\$ 85.00	\$120.00
With Alcohol	\$145.00	\$180.00

SEATING CAPACITY

La Verne Community • 3680 "D" Street

MAIN HALL/KITCHEN ACCESS

Assembly = 300 Dining Only = 256 Dining and Dancing = 232

(Total table capacity with dance floor = 29 round tables and 10 rectangular tables; without dance floor = 30 round tables and 8 rectangular tables.)

LARGE MEETING ROOM/KITCHEN ACCESS

Assembly = 234 Dining Only = 128 Dining and Dancing = 96

(Total table capacity with dance floor = 12 round tables and 4 rectangular tables; without dance floor = 16 round tables and 4 rectangular tables.)

SMALL MEETING ROOM/KITCHEN ACCESS

Assembly = 90 Dining Only = 64

(Total table capacity for dining only = 8 round tables and 3 rectangular tables.)

CLASSROOM #1

Assembly = 20

DANCE STUDIO

Assembly = 60 Dining Only = 30

SENIOR ACTIVITY ROOM

Assembly = 25

SENIOR CRAFT ROOM

Assembly = 20

Veterans Hall • 1550 Bonita Avenue

MAIN HALL

Assembly = 100 Dining Only = 80 Dining and Dancing = 48

(Total table capacity with dance area (15' x 15') = 6 round tables; without dance area = 10 round tables.)

**CITY OF LA VERNE
COMMUNITY SERVICES DEPARTMENT**

APPLICATION FOR USE OF COMMUNITY CENTER AND VETERANS HALL

Registration hours - **Monday through Thursday 8:30 AM to 5:00 PM** or by appointment only

Application must be completely and accurately filled out. Incomplete applications will not be accepted.

Date of Application: _____

Name of Applicant: _____ Home Telephone: _____

Name of Organization: _____ Work Telephone: _____

Address of Applicant: _____ City: _____ Zip: _____

People in charge of activity: (**must** be present at beginning and end of rental)

1st _____/Relationship _____ Phone: (____) _____

2nd _____/Relationship _____ Phone: (____) _____

Requested dates (if more than one date, please fill out attached multiple date form

Date requested: _____ Rental from: _____ (AM/PM) to: _____ (AM/PM)

Guests arrive: _____ (AM/PM) to _____ (AM/PM)

Set-up must be included in your rental period

****Alcohol service must conclude ONE hour prior to end of rental****

Type of activity: meeting, reception, quinceanera, wedding, etc. _____

Estimated attendance: Total in attendance _____

*Commercial use: ____ Noncommercial use: ____ Open to general public? YES ____ NO ____

*Requires special permits, processing fees, and business license regulations

Non-Profit Group: YES ____ NO ____ Are you hosting a fundraiser at the event? YES ____ NO ____

What is the purpose of the fundraiser? _____

Will there be admission or any collection of money? YES ____ NO ____

If yes, explain for what purpose: _____

Food to be served? Yes ____ No ____ If yes, **circle one**: Full Meal Hor d'oevres

If yes, will a Commercial caterer be used? Yes ____ No ____

Name of caterer _____

Address of caterer _____ Phone Number _____

NOTE: If you will be using the services of a commercial caterer, that caterer must have a current La Verne Business license on file or they must apply for a one-day La Verne business license (additional fee required).

Requested Facility

Veterans Hall, 1550 Bonita Avenue

Community Center, 3680 "D" Street

___ Main Hall/with kitchen access

___ Main Hall/with kitchen access

___ Large Meeting Room

___ Small Meeting Room

___ Classroom 1

___ Dance Studio

___ Senior Activity Room

___ Senior Craft Room

Additional Equipment Available (at no extra charge)

Community Center - 232 chairs; 29 (60") round tables; 10 (2 1/2' x 6') rectangular tables:

No. of Rectangular Tables _____ No. of Round Tables _____ No. of chairs _____

Circle requested items: Dance Floor Round Cake Table Podium Screen Stage Steps
Bar

*If there will be dancing at the event, the dance floor will be automatically placed (at no charge) in front of the stage. All dancing must be kept on the dance floor.

Veterans Hall - 80 chairs; 10 (60") round tables; 8 (2 1/2' x 6') rectangular tables

No. of Rectangular Tables _____ No. of Round Tables _____ No. of chairs _____

Circle requested items: Round Cake Table Podium Screen Microphone

*Please note there are no additional services available for this facility.

La Verne Police Officers Required

Alcoholic beverages to be served? Yes _____ No _____

**Alcoholic beverages to be sold? Yes _____ No _____ (non profit only)

**If alcohol is sold you must be a non-profit organization and be able to supply an ABC Liquor License or you must have a caterer who has a liquor license.

Alcohol Served: **(Please circle one)**

1. Hard Alcohol - Full meal **must** be served.

2. Beer, Wine, Champagne - Minimum of hor d'oevres must be served such as chips and and dips, hot and cold finger foods, and vegetable dips.

Police to arrive: _____ AM/PM through _____ AM/PM (Must include cleanup time)

*At the discretion of the La Verne Police Department additional La Verne Police officers may be required. Please also note that La Verne Police officers **are required** to be on the premises from the time guests first arrive through the end of the rental. **NO ALCOHOL MAY BE SERVED UNTIL SECURITY IS ON THE PREMISES - NO EXCEPTIONS!**

ADDITIONAL AGREEMENTS

1. Final Payment must be made in full thirty (30) or more days prior to the scheduled event and may be made by cash, check, money order or credit card.
2. All prices and fees are subject to change without notice.
3. I understand that alcohol service will be provided by a responsible party, 21 years of age older. This person will ensure responsible alcohol service in compliance with ABC protocol. Alcohol **will not** be served to minors.
4. I understand that alcohol service will conclude ONE hour prior to end of the rental.
5. I understand that any violation of the rental policies will result in full forfeiture of my damage/security deposit or portion thereof.
6. I have signed and received a copy of the alcohol, cleaning and damage policies.

_____I acknowledge that I have received a copy of the rules and regulations and I understand the alcohol policy. I understand that I am responsible for any violation of such policies listed within.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

UNDERSIGNED shall indemnify, defend, and hold harmless the CITY, and its officers, employees, and agents ("indemnities"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and costs of litigation ("claims"), arising from UNERSIGNED'S activities or use of said facilities, excepting only those actions, claims, liabilities, obligations, judgments, or damages arising out of the sole negligence of the CITY indemnities. In the event the CITY or its indemnities are named, the UNDERSIGNED shall:

Provide a defense or at the City's option reimburse the CITY and/or its indemnities their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims; and promptly pay any judgment.

Mandatory:

Applicant/Organization Name: _____

Signature: _____ **Date:** _____

Print name: _____ Title, if applicable: _____

FOR OFFICE USE ONLY

Total hours of use _____

RENTAL Package OR First Hour \$ _____

Add'l hrs _____ @ \$ _____ \$ _____

Special "Set-up" Fee \$ _____ (If applicable - set by Center Supervisor)

Special Event Liability Insurance \$ _____ (or Certificate of Insurance)

Non-Package Cleaning Fee \$ _____

Non-Package Security Fee \$ _____

Damage/Security Deposit \$ _____ (Required to hold date)

SUBTOTAL (TOTAL DUE) \$ _____

Minus Advance payment <\$ _____ > (Required to hold date)

Minus Damage/Security Deposit <\$ _____ > (Required to hold date)

Minus Liability Ins. (if applicable) <\$ _____ > (Required to hold date)

TOTAL PAYMENT \$ _____

REMAINING BALANCE \$ _____

Application Approved _____ Calendared _____ Date _____ Employee Initials _____

*NOTE: Any additional special permits, processing fees and business license fees will be handled separately by the Business License Department.

NOTE: Name of applicant, indemnification agreement signature, and payment (i.e. check, credit card), MUST all be signed by the same person.

RULES AND REGULATIONS

1 - Special Status Groups

- A. LA VERNE NON-PROFIT organizations that have a La Verne business address and/or primarily serve La Verne residents may reserve Veterans Hall, and/or the Community Center for meetings Sunday through Friday from 8:00 AM to 12:00 AM at the non-profit group rate. Requests for Saturday use, hours other than 8:00 AM to 12:00 AM, and/or other than business purposes will result in the general use rate. All applicants **MUST** supply a copy of their non-profit tax identification letter to prove non-profit status.
- B. BUSINESS ORGANIZATION applies to organizations that have a current business license. A copy of the current business license must be provided at the time of registration. Educational or business organizations may reserve Veterans Hall, and/or the Community Center for meetings Sunday through Friday from 8:00 AM to 12:00 AM at the educational/business rate. Requests for Saturday use and/or hours other than 8:00 AM to 12:00 AM will result in the general use rate.
- C. COMMERCIAL APPLIES to any company, organization, or individual wishing to sell merchandise and to which the non-profit status does not apply.
 1. Applicants in this category will be charged at the general rental rate and will pay the City an additional 10% of the proceeds. The summary statement, which is part of this packet, **MUST** be returned to the Community Services Office **PRIOR** to the return of applicant's cleaning deposit.
 2. The applicant will keep appropriate records and the City has the right to audit all books.
 3. Applicant will be required to obtain and pay for a City of La Verne permit and business license. This will be processed separately through the Business License Division of City Hall.
 4. Applicant may also be required to pay additional fees per the Community Services Director.
- D. La Verne non-profit groups that rent City Facilities for business meetings are exempt from special event liability insurance requirements. Certificates of insurance will be required for all other uses.

2 - La Verne Police officers

When alcohol is served two La Verne police officers will be in attendance through the end of the rental (including cleanup). At the discretion of the La Verne Police Department, additional police officers may be required. Non-profit, businesses and educational groups may be exempt from police officers; however prior approval from the Community Services Supervisor is required. Over-intoxication could result in the dispensing of alcohol to be stopped at the discretion of the La Verne Police officers and/or Community Services staff.

3 - Alcohol Policy

- A. If Alcohol will be sold at the event, a one-day alcoholic beverage use permit must be obtained through the state Alcoholic Beverage Control (ABC) Department, 222 E. Huntington Drive, Suite #114, Monrovia, California, 91016, (626) 256-3241. An individual may obtain a permit through ABC **only** through an authorized caterer. Non-Profit, tax-exempt groups may apply for a one-day permit directly through ABC

The ABC permit must be posted at the bar during time of rental. **NO EXCEPTIONS.** The chief of police's signature may be required on the permit under special circumstances.

- B. At the Community Center alcohol may be consumed in the main hall and patio ONLY at Veterans Hall in the main hall ONLY. The distribution of alcohol MUST be from ONE central location and beverage server must be at least 21 years of age. Beverage server/applicant will ensure responsible alcohol service in compliance with ABC protocol. Alcohol service must stop ONE hour prior to end of rental. No alcoholic beverages will be allowed to be brought in by individual guests. **NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE VETERANS HALL OR COMMUNITY CENTER PARKING LOTS.**
- C. Community Services Department has the right to approve or disapprove all applications for the serving of alcoholic beverages. If an application is approved, the applicant and beverage server/responsible party must abide by all requirements of the California Department of Alcoholic Beverage Control and the City of La Verne.
- D. Any violation of the alcohol policy may result in full forfeiture of the damage/security deposit, or portion thereof.

4 - Smoking Policy

Smoking of tobacco, or any substance, is prohibited in Veterans Hall and the Community Center. The smoking areas will be located outside the facilities' doors.

5- Hours of Operation

- A. Alcohol service must conclude by 11:00 p.m. or ONE hour prior to the end of the rental. All activities must cease at 12:00 midnight. Renter must gather all belongings and vacate the Center by 12:30 and alcohol service must conclude by 11:00 p.m. or ONE hour prior to the end of rental.
- B. Veterans Hall and the Community Center will not be rented on the following holidays: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter Day, Thanksgiving Day, 4th of July, or other days at the Supervisor's discretion.

6 - Decorations

- A. Decorations must be approved prior to installation and must be removed immediately after the event. All decorations must be of nonflammable material. No nails, tacks, or other materials considered harmful or defacing to the building will be permitted. Smoke and fog making machines or entertainment involving fire or flame are not allowed because it can set off the fire alarms. No birdseed, confetti, rice, glitter, etc., may be used in Veterans Hall, Community Center, or the parking lot.
- B. If equipment is not removed directly after use, the damage/security deposit will be forfeited to the City.

7 - Regulations

- A. Applicant is responsible for keeping all guests/participants in rented areas. Alcohol must remain in designated areas.
- B. Gambling or improper conduct will not be permitted.

- C. Only teen dances authorized or co-sponsored by the Community Services Department will be permitted. Organizations having dances must provide all precautions, La Verne Police officers, and controls as determined by the Community Services Director.
- D. The City is not responsible for any lost or stolen articles.
- E. THE APPLICANT IS RESPONSIBLE FOR REIMBURSING THE CITY FOR DAMAGED OR MISSING ITEMS. In order to recover costs the City will pursue all collections and legal remedies at its disposal to recover costs for damaged or missing items. This includes deducting fees for damaged or missing goods from the security deposit.
- F. Any accident occurring in the City facility that causes injury to any individual must be reported to the person on duty **IMMEDIATELY**.
- G. No permit shall be issued to groups listed by the United States Government and/or with the Attorney General as subversive.

SPECIAL NOTE: If the Community Services Department representative has not opened the facility by the requested time, please contact the La Verne Police Department at (909) 596-1913. The Police Department will contact a representative from the Department and the facility will be opened as soon as possible. The facility WILL NOT BE OPENED prior to the specified rental time period.

8 - Reservation Policy

- A. All reservations will be taken on a first-come, first-served basis from 8:30 AM to 5:00 PM Monday through Thursday or by appointment **ONLY**. An appointment does not ensure getting the requested date. Reservations may be made at the La Verne Community Services Office, 3660 'D' Street, La Verne, CA 91750.
- B. The security deposit and advanced payment are required to hold a reservation. If renter can supply a Certificate of Insurance, the certificate must be submitted at the time of reservation. Payment must be made in full thirty (30) or more days prior to the scheduled event and may be made by cash, check, money order or credit card. Payment received after thirty (30) days **MUST BE PAID IN CASH**. There will be a \$25 charge on all returned checks.
- C. Reservations to use recreational facilities are not in effect until the Department has received full or partial payment, as applicable, and all paperwork.
- D. **Fees and regulations are subject to change without notice.**

9 - Cancellation Policy

Cancellation of reservations must be made thirty (30) or more days in advance of the scheduled day(s) of use to receive a refund, minus a \$100 handling charge. If cancellation is made less than thirty (30) days prior to the event the damage/security deposit will be forfeited. If cancellation is made less than two weeks in advance, all fees will be forfeited to the City.

10 - Full Cleaning Service Policy

All rental packages will include our full cleaning service. Renters will be responsible for clearing all their belongings at the end of the rental. All caterers/renters must start cleaning the kitchen one hour prior to end of rental and must leave the kitchen in the same condition as received. Staff is responsible for taking out all trash, cleaning all surfaces and floors, and cleaning

restrooms. If excessive cleaning is needed, this may result in a portion of the deposit being retained by the City.

11 - Damage/Security Deposit

- A. The damage/security deposit will be held until after the scheduled event. If there are no damages or special conditions deposit will be refunded in full; however, if the building is left damaged or additional security is needed, the entire deposit, or a portion thereof, will be forfeited to the City. If all in attendance have not vacated the facility by the scheduled time, the City may retain the entire deposit, or a portion thereof.
- B. All deposits will be returned by mail or returned to credit card approximately two (2) weeks after the date of the rental.
- C. Partial refunds will not be given if rental ends early.
- D. Full refunds will be processed in the event the function is cancelled by the Community Services Department.

12 - Transfer Policy

- A. The applicant must come into the Community Services Office and fill out the necessary form at least thirty (30) days in advance. NO TRANSFERS WILL BE TAKEN OVER THE TELEPHONE.
- B. Participants may transfer the first time free of charge. If a second transfer is requested, a \$10 fee will be charged.

13 - Kitchen Use

- A. Renters must leave the kitchen clean and in the same condition as received.
- B. Groups using the kitchen must furnish their own dishes, silverware, cooking utensils, towels, etc.
- C. The City reserves the right to remove a caterer from future use of the facility if they do not clean the kitchen in accordance with the standards established by the City.

14 - Tips/Gratuities

It is against City policy for any employee to receive any form of cash, gift, tip or gratuity. A letter to their immediate supervisor would, however, be greatly appreciated.

Community Center

Name of Renter _____ Date of rental _____

****Complete and return to Community Services Department Office
at least thirty (30) days prior to your reserved date****

Stage area

Dance Area

Entrance
Kitchen

Entrance
Kitchen

| |
|Entrancel
(Community Center)