



Facilities Use Application

Recreation and Community Services
320 W. Newmark Ave., Monterey Park CA 91754
Mon - Fri 8:00 am - 5:00 pm
Ph: 626-307-1388 Email: recreation@montereypark.ca.gov

Application form MUST be filed at least 15 DAYS PRIOR TO PROPOSED USE. All questions must be answered fully and signed and dated or Application is VOID. Filing of this application DOES NOT guarantee the issuance of a use permit.

Facility Requested: _____ Date(s) of Use: _____

Start From: _____ am/pm End Time: _____ am/pm (NOT AFTER 11:00pm. Allow for set-up/clean-up)

Name of Applicant: _____ Phone: _____ Email: _____

Applicants Address: _____ City: _____ Zip: _____

Name of Organization: _____ Tax-ID No. _____

Organizations Address: _____ City: _____ Zip: _____

Type of Organization: Private Govt Agency Non-Profit (In-town) Non-Profit (Out-of-town)

Purpose for which facility will be used:

Check all that apply: Food Served Sold Entertainment: Yes No If yes, what type? _____

Total expected Attendance: _____ # of Monterey Park Residents to attend: _____

Check if event will be open to: Private/No charge Private/Charge Public/No charge Public/Charge

I hereby certify that I, the undersigned, am authorized to act on behalf of the above named organization/group, that I have read, and understand rules and regulations governing the use of City of Monterey Park facilities as stated in Policy Information and that the above named organization will abide by those rules and regulations. I further certify that the above named organization and its officers and members agree to hold the City of Monterey Park, its officers, employees, agents and Commissions free and harmless from any obligation, debt, claim, or responsibility in connection with said use of the city's facility and for said program/event.

Signature

Date Signed

You will receive a "Use Permit" confirming the reservation of the facility you have applied. If there are any problems with the date and/or time you have selected, you will be notified immediately.

Facility Locations

City Hall

CHI Community Room

Barnes Park

BP1 Gymnasium
BP2 Pool
BP3 Ballfield 1
BP4 Amphitheater Stage
BPS1 Picnic Shelter 1
BPS2 Picnic Shelter 2
BPS3 Picnic Shelter 3
BPS4 Picnic Shelter 4
BPS5 Picnic Shelter 5
BPS6 Picnic Shelter 6

George Elder Park

EP1 Gymnasium
EP2 Community Room (cap. 100)
EP3 Pool
EPS1 Picnic Shelter 1

Garvey Ranch Park

GP1 Main Room (cap.100)
GP2 Ballfield 1
GP3 Ballfield 2
GPS1 Picnic Shelter 1
GPS2 Picnic Shelter 2
GPS3 Picnic Shelter 3

Highlands Park

HPS1 Picnic Shelter 1

La Loma Park

LL1 Ballfield 1
LL2 Ballfield 2

Langley Center

LCMR Main Room (cap.260)
LCAB AB Room (cap.151)
LCR1 Room 1 (cap.35)
LCR2 Room 2 (cap.35)

Langley Center (cont)

LCFR Friends Room (cap. 75)
LCK Kitchen
LCP Patio

Sierra Vista Park

SV1 Main Room (cap.100)
SV2 Ballfield 1
SV3 Picnic Shelter

Sequoia Park

SE1 Ballfield 1

Service Clubhouse

SCH1 Main Room (cap.150)
SCH2 Annex Room

Sunnyslopes Park

SSP1 Picnic Shelter 1
SSP2 Multipurpose Field

FOR OFFICE USE ONLY:

Approved
Insurance by

Denied
City

Processed by:
Applicant

Date: _____

Comments: _____

Permit No. _____

RULES AND REGULATIONS FOR SHELTERED PICNIC RESERVATIONS

General Information

1. Facilities are available for rent between the hours of 6:00 a.m. to 10:00 p.m. Facilities are rented on an as is basis. The City of Monterey Park does not provide special clean up or preparation for your group's function.
2. Fees are \$106 per section for residents or \$126 for Non-residents, at each site per day.
3. Use permit will become valid when payment of all fees due is made at the Recreation and Community Services Department. All fees must be paid at the time of reservation.
4. Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such conflict. Permits can be revoked and/or denied in the future if there is any abuse of the privilege of using a City building, facility, equipment or violation of the Monterey Park Municipal Code. If it is necessary for the applicant to cancel a reservation, the applicant must immediately notify the Recreation and Community Services Department. Thirty percent (30%) of the reservation fee will be retained on all cancellations. City personnel are entitled to enter any facility at any time. Refunds are mailed approximated four to five weeks once a cancellation is made.
5. A validated permit must be presented to authorized personnel on duty, at the facility to be used, on the date of use. Otherwise, permit is subjected to automatic cancellation and forfeiture of all fees paid.
6. All groups must pay a fee for reservations. This includes: church groups, youth groups, non-profit groups, etc.
7. Other areas of the park (no sheltered picnic areas, grass, playgrounds) are only available on a first come, first serve basis. *Groups must abide by the posted rules of the park and may not rope off areas to be reserved.*
8. Structured activities for minors must be supervised by responsible adults on the ratios of one adult per ten minors.
9. The Recreation and Community Services Department may require groups to provide security personnel.
10. If a picnic area is made unavailable due to rain, cancellation by city or damage to facility, an alternate date may be selected by user beyond the 90-day notice, or the user may receive a refund of fees paid.
11. Electrical outlets are provided at most shelters. However, power may not always be available.
12. Amplification of sound is not allowed. Radios are permitted. Sound should not exceed levels that may disrupt other park users.
13. Applicant/organization is responsible for enforcing and ensuring all attendees adhere to all LA County Health Officer Orders. Visit <http://publichealth.lacounty.gov/media/coronavirus/> to obtain the most current orders.

_____ *Initials*

CONDITIONS FOR USE FOR SHELTERED PICNIC RESERVATIONS

1. Enforcement of all Rules and Regulations, Ordinances and Laws in effect by the City of Monterey Park (Ordinance Nos. 12.04.010, 12.06.010, 12.06.020, 12.06.030, 12.06.040)
2. Every group using the facilities shall leave the same in good condition or pay the cost of cleaning and repairing the same. **Do not use staples when decorating.**
3. Permittee must make all physical setups and complete clean up within the time specified on the permit. Cleaning supplies such as: mops, brooms, etc. must be provided by the users of the facilities.
4. Any debris left from serving of refreshments or other activity must be emptied in containers outside of the building or removed from the premises. All decorations must be removed and discarded.
5. Alcoholic beverages are prohibited at all parks. (12.04.100)
6. Vehicles, skateboards, skates, bikes, and motorized scooters are not allowed on the park premises (12.04.130 & 12.04.140)
7. Moon bounce, jumper or bouncers, dunk tanks, animal's rides or automated rides are *not* allowed at parks.
8. No livestock allowed at parks. (12.04.020)
9. All property of permit groups must be removed from premises at the conclusion of each event.
10. Permittee agrees to reimburse the City of Monterey Park for any loss or damage to the City property occasioned by such use.
11. Any falsification of information may result in the loss of permit and/or deposit.
12. It is prohibited to bring or set off any firearms, firecrackers or other fireworks in any park or recreation center. (12.04.030)
13. It is prohibited to bring or to make campfires in any other places than areas provided by the Recreation and Community Services Department.
14. It is prohibited to camp or lodge for any period of time without prior permission from the Recreation Director and Park Maintenance Supervisor.
15. It is prohibited to sell or offer for sale any goods, merchandise or article of any kind. (12.04.110)
16. It is prohibited to practice, conduct or solicit for trade, occupation, business or profession whatsoever. (12.04.120)

I hereby acknowledge that I have read and understand the Facility Reservations Terms & Conditions.

Print name _____

Signature _____

Date _____