



APPLICATION FOR USE OF MARIPOSA CENTER
8550 Jefferson St., Paramount, CA 90723

Name of Organization (if applicable): _____

51% Resident Membership: ____ Yes ____ No (If yes, please attach a roster of your organization as verification.)

Name of Applicant: _____ Phone No. _____

Address of Applicant: _____

Reservation Date: _____ Time (including hours for decoration): _____

Type of Activity: _____ Attendance: _____

Will your activity be catered? ____ If yes, name of caterer _____ Paramount Business License # _____

(The Paramount Municipal Code requires all businesses obtain a City business license to conduct activities within City boundaries. Caterer must obtain and provide evidence that a business license has been issued at least 15 day prior to the event.) Taco Vendors must provide a copy of current Health Permit.

Will admission fees be charged? ____ If yes, how will net proceeds be expended? _____

<u>Rooms Available/Capacity:</u> ____ MEETING ROOM (Assembly 80/Conference 36) ____ Dining (tables/chairs) ____ Assembly (chairs) ____ Conference Room (Room Capacity 10)	<u>Equipment Available/Permits Required:</u> ____ Microphone ____ 60" Round Tables ____ 6' Tables ____ Chairs ____ Laptop (Groups I or II only) ____ Audio/Visual equipment
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Signature of Applicant _____ Date _____

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PARAMOUNT"

Do Not Write Below This Line

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FOR OFFICE USE ONLY

APPROVED DENIED SIGNATURE _____ DATE _____

Resident	Hours	\$ 40	x	Hours	\$	_____
Insurance (Subject to increase in January)					\$	_____
Security Deposit					\$	200.00
Set-up/Clean up Fee					\$	40.00
					TOTAL:	\$ _____

RETAINER FEE: Date PD _____ Receipt _____ \$ (50.00)

TOTAL BALANCE DUE: \$ _____

City of Paramount Community Services & Recreation Department
Mariposa Center - Facility Use Information

APPLICATION PROCESS

In order to rent a facility, an applicant must:

1. Be 18 years of age or older.
2. Complete a Facility Rental Application in advance.
3. Return completed application to the Paramount Recreation Department along with:
 - a. Current California Driver's License or California ID (proof of Paramount residency is required for resident rates) and a current utility bill. **No exceptions.**
 - b. Signed Facility Rental Application Form
 - i. Hours: Monday-Thursday, 5:00-10:00 p.m., and Saturdays & Sundays, 11:00 a.m. to 10:00 p.m. Please be accurate with hours of reservations as refunds will not be provided for early departure.
 - ii. Be as specific as possible regarding attendance. Attendance may not exceed maximum legal capacity of the facility.

RULES AND REGULATIONS

Applicant agrees to abide by the Rules and Regulations governing the use of City facilities.

ALCOHOL

- Alcohol is not permitted at the Mariposa Center.

FEES

- **RETAINER:** A \$50 retainer will be required at the time of reservation. This retainer will be applied towards total fees due.
- Deposits are refunded (in part or whole depending upon condition of facility) within four to six weeks after the event. Cost of replacing broken, damaged or missing equipment and/or unauthorized use of the facility (i.e., smoking, alcohol violations, overtime use of facility, etc.) will be deducted from the deposit. Deposits will be held until the cost of damages is established. If the cost of damages or unauthorized use exceeds the amount of the deposit, the applicant will be invoiced for the additional amount. In the event that unauthorized use of the facility occurs, a \$100 fine will be charged in addition to the above mentioned costs.
- All fees submitted to the City must be paid in full sixty (60) days prior to use of facility. Acceptable forms of payment include checks, money orders, cash, or credit/debit cards with Visa, MasterCard or Discover logos.
- The City requires a sixty (60) day notification for cancellation requests. If you cancel more than sixty (60) days before the date of your event, all fees will be returned to you, minus a \$5 administrative fee. If the event is cancelled less than sixty (60) days prior to the event, you will not get your retainer back or your full payment back, although you will have your security deposit returned.

DATE OF EVENT

- **THE GROUP MUST APPEAR WITHIN THIRTY (30) MINUTES OF THE SPECIFIED START TIME OR PERMIT WILL BE CANCELLED AND ALL FEES FORFEITED.**
- Doors will open at stated time.
- Only the "time" stated on application will be granted for decorating and the event. Additional hours may not be purchased on the day of the reservation.
- The event "end time" is when all guests must vacate the building.

DECORATIONS

- The use of candles, open flames, confetti-type material, glitter and smoke or fog machines is specifically prohibited.
- Decorations may not be placed on walls, glass, windows, or doors. Only table and/or floor decorations are permissible.
- Decorations cannot be hung or suspended from ceilings, drapes, or other City structures.
- Staples, tacks, pins, glitter, confetti-type material, or tape may NOT be used on any surfaces including walls, glass, tables, windows, or doors.
- All reservation decorations must be removed by applicant at the conclusion of the event.

SMOKING No smoking is allowed in City-owned facilities. City of Paramount Resolution No. 88:020 provides that violations of no smoking rules may result in future loss of privileges in using City facilities in addition to fines established in the Fees section above. Smoking is permitted outside facilities only and must be at least twenty (20) feet from any entrance or exit.

RESERVATIONS

- Facilities may be used only by Paramount residents for recreation, social, educational or governmental functions. Reservations for private functions are restricted to one per family/group per year. In case of entertainment or meetings where admission fees are charged or contributions are solicited, the net receipts of all fees or contributions must be expended for charitable purposes. Meetings or gatherings expressly held for private political or religious services are prohibited. No City facility may be used for the private gain of any individual or group. City employees cannot set up or move privately owned equipment or supplies.
- Renter shall not use the City of Paramount's name to suggest endorsement or sponsorship of the event without prior written approval of the City of Paramount City Manager or his/her designee. Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
- Under no circumstances shall Renter sublease or allow any other organization or individual to use the facility for the period for which Renter has contracted. Renter is an independent contractor and not the agent or employee of the City of Paramount.
- The Director of Community & Recreation reserves the right to deny application for certain types of events.

KITCHEN

- There are no kitchen facilities available at this site. Under no circumstances are renters allowed to bring electrical or gas-powered appliances into the facility for use during an event (e.g., microwave ovens, warmers, toaster ovens, hot plates, etc.).

SPECIAL EVENT AND LIABILITY INSURANCE

- Facility users are required to provide insurance coverage. Insurance may be obtained through a private insurance carrier or through the City. The cost of insurance through the City is subject to annual contract increases which may result in additional fees assessed. Liability insurance is required for the protection of participants in the case of accident or injury during the course of facility use.
- Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City of Paramount's facilities and adjoining property to the City Manager or his/her designee, in writing as soon as practical.
- Renter waives any right of recovery against the City of Paramount, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the City of Paramount, its officers, employees, or agents.

APPLICANT'S RESPONSIBILITIES

- Applicant must schedule and meet with Facility Supervisor, or Facility Coordinator in the event the supervisor is unavailable, at least sixty (60) days prior to the event or immediately if reservation of facility falls after deadline has passed. A set-up diagram must be submitted at the time of the meeting. **If the applicant fails to attend the scheduled meeting, the event will be cancelled.** Attendance may not exceed maximum legal capacity.

Applicant's initials: _____

Date: _____

- Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to Mariposa Center prior to or after the event time period. Renter shall be responsible for arranging access within the reservation hours as stated on the application.
- Applicant shall assure that food consumption is limited to the meeting room and is not allowed in the hallway or lobby of the facility. The use of fruit punches/drinks using a red dye is prohibited.
- Conduct a "walk through" of facility with staff prior to and following reservation, and sign off the facility checklist.
- Applicant shall not practice or tolerate any discrimination based on race, color, sex, religion, national origin, age, disability, marital status, political affiliation in the use of the public facilities covered by the application.
- Applicant shall not falsify any information on the Facility Rental Application Form. The penalty for false information shall be forfeiture of room rental fees and security deposit.
- After the set-up has been done and the room is ready, NO CHANGES MAY BE MADE. Users are not permitted to move tables or equipment themselves. City employees cannot set up or move privately owned equipment or supplies.

AFTER-HOURS CONTACT: The Community Services & Recreation Department is open Monday through Friday from 8:00 a.m. to 5:00 p.m. If your reservation is for a day or time when the office is closed and the facility is not open upon your scheduled arrival time, please call the Sheriff's Station at (562) 220-2002 or visit the station at 15001 Paramount Blvd. They will be able to contact the appropriate staff to assist you.

1. THE UNDERSIGNED ON BEHALF OF MYSELF OR THE ABOVE LISTED ORGANIZATION, (“UNDERSIGNED”) HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE CITY OF PARAMOUNT, ITS EMPLOYEES, OFFICERS AND AGENTS (hereinafter referred to as ‘releasees’) from all liability to the undersigned, his or her personal representatives, assigns, heirs and next of kin for any loss, damage, or claim therefore on account of injury to the person or property of the undersigned, whether caused by any negligent act or omission of the releasees, and will agree to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Paramount. Said undersigned will accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of City facilities. The undersigned further agrees that any violation of the Facility Rules and Regulations may result in immediate cancellation of the reservation and forfeiture of all fees and deposits.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS the releases from all liability, claims, demands, causes of action, charges, expenses, and attorney fees resulting from using any City facilities or equipment whether caused by any negligent act or omission of the releases.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE while upon City property or using any City facilities and equipment whether caused by any negligent act or omission of releasees. The undersigned expressly agrees that the foregoing release and waiver, indemnity agreement and assumption of risk are intended to be as broad and inclusive as permitted by California law.
4. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of “gross negligence,” as that term is used in applicable case law and/or statutory provision.

THE UNDERSIGNED HAS CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTANDS ITS CONTENTS. THE UNDERSIGNED IS AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON THE UNDERSIGNED’S OWN FREE WILL.

Date

Signature

Printed Name