



CITY OF LEMON GROVE, COMMUNITY SERVICES DIVISION

3232 Main Street, Lemon Grove, CA 91945 / (619) 825-3815 / Facsimile (619) 825-3818

FACILITY GUIDELINES

Facility _____ Event Date _____

Applicant Name _____

2nd Applicant Name _____

INITIALS		THE FOLLOWING GUIDELINES MUST BE ADHERED TO AT ALL TIMES DURING A FACILITY RENTAL
1		NO ALCOHOL is allowed during any youth events. If anyone under the age of twenty-one (21) is found to be drinking alcohol, the rental is immediately terminated and automatically <u>all fees and deposits are forfeited by applicant—</u> <u>No exceptions.</u>
2		Any unauthorized use of alcohol by renter shall result in the termination of event and full forfeiture of security deposit.
3		The use of glass bottles for alcoholic or non-alcoholic beverages must be poured at a designated drink station only. All drink glasses and cups must be plastic, paper, or Styrofoam. No beer kegs are allowed.
4		<i>I UNDERSTAND I will be the contact and responsible person for this event and need to sign the Facility Review Form. <u>I WILL BE THE FIRST PERSON TO ARRIVE AND LAST PERSON TO LEAVE AT THIS EVENT OR I WILL LOSE MY ENTIRE DEPOSIT.</u></i>
5		After 9:00 p.m. all doors must remain closed and everyone must be inside the facility.
6		<u>ALL</u> sound devises must be shut off by 11:00 p.m. on Fridays and Saturdays and by 9:00 pm on Sundays. No exceptions. Facility must be picked up and ready to close up by event departure time.
7		No use of the steam table in the Senior Center kitchen.
8		No pins or tape are allowed on walls and ceiling.
9		Deposit refund is mailed out no later than 30 days after the event date.
10		<i>Any changes of rental hours must be made at the department office at least one week before event and approved. <u>Staff on duty the day of rental is not authorized to extend any event.</u></i>
11		Direct all facility rental questions to the Community Services Division at (619) 825- 3815. During the event to (619) 403-6911
12		In the event of a change of plan by an applicant, notice of cancellation must be given to the Community Services Division thirty (30) calendar days before the date of intended use in order to reduce the financial obligation for charges involved. A one hundred dollar (\$100) processing fee is charged and a refund, if applicable, is mailed to the applicant. A cancellation less than thirty (30) days prior to an event results in a forfeiture of your entire <u>deposit amount</u>

SIGNATURE REQUIRED ON BACK

I have received, read and understand all the Facility Use Policy Rules and Regulations.

Applicant Signature

Date

2nd Applicant Signature

Date