



Recreation Services Department, 3232 Main Street, Lemon Grove, CA 91945

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 <u>must be shut off by 11:00 p.m. on Fridays and Saturdays and by 9:00 pm on Sundays.</u> 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 after event date. (approximately 2 – 4 weeks)
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 Recreation Services Department at (619) 825- 3815. Any questions day of event please call <u>(619) 849-9089.</u>

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

Applicant Signature

Date

2nd Applicant Signature

Date