



City of Laguna Hills

Community Services Department

Community Center Facility Use Application

This application will become part of your approved Facility Permit. Refundable deposit must be received for application approval. Dates and times are not guaranteed until you receive a City-issued Facility Permit. For additional information please call 949-707-2680.

An application must be submitted by an individual who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. An Applicant must have official authorization to apply on behalf of an organization.

Applicant Contact Information

Name (Applicant)	_____	Organization	_____
Address	_____		
City	_____	State	_____ Zip _____
Phone Number	_____	Email	_____
Nonprofit? (verification of nonprofit status is required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	IRS Number _____

Designation of Contact

I hereby authorize those listed below as authorized agents to sign in/out for said event in my absence. I understand I am still responsible for this facility reservation as the Applicant. Picture ID may be required at check in.

List of Authorized Agents:

Contact #1	_____	Phone Number	_____
Contact #2	_____	Phone Number	_____
Contact #3	_____	Phone Number	_____

OR

☐ I do not allow any other contact to sign/out of the event. I will be the only authorized agent for the event.

Event Information

Type of Activity:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Memorial Service | <input type="checkbox"/> Quinceañera | <input type="checkbox"/> Recital/Performance |
| <input type="checkbox"/> Party – Type: _____ | <input type="checkbox"/> Seminar/Class | <input type="checkbox"/> School Event/Banquet | |
| <input type="checkbox"/> Wedding Reception | | | |
| <input type="checkbox"/> Other: _____ | | | |

Please describe the purpose of your rental event: _____

1. Number of people expected? _____
2. Is this event in honor of a Minor? ☐Yes ☐No
3. Will alcohol be served? ☐Yes ☐No
4. Will alcohol be sold? ☐Yes ☐No
5. Will food be served? ☐Yes ☐No
6. Will you be using the Kitchen (additional Fee)? ☐Yes ☐No
7. Will you be using the AV System (additional Fee)? ☐Yes ☐No
8. Will the event include a live band, disk jockey, or amplified music/entertainment? ☐Yes ☐No
9. Will you be using the Dance Floor (additional Fee)? ☐Yes ☐No

Facility Hours: Monday –Saturday 8:00am-10:00pm; Sunday 12:00pm-6:00pm

Rental Dates						
Facility	Date	Day	Time in (Includes Setup)	Event Start	Event End *	Time Out (Includes Cleanup **)

*** All events must end by 10:00 pm Monday through Saturdays, and 6:00pm on Sundays.**

****You must allow enough time for clean-up of your event after the Event End time. Only one (1) hour of cleanup time is allowed for events ending at 10:00pm or 6:00 pm on Sundays. You must be out of the facility by 11:00 pm Monday through Saturdays, and 7:00pm on Sundays. Some, or all, of the deposit will be forfeited if your reservation, including clean-up, extends past 11:00pm on Mondays through Saturdays and 7:00pm on Sundays.**

Waiver

Applicant hereby agrees to defend, indemnify and hold harmless the City of Laguna Hills, and their council members, officers, staff, employees, servants, attorneys, and agents (hereinafter collectively the "City Representatives") from and against any and all claims, demands, expenses, liabilities, disputes, rights, remedies, and causes of action of every kind and nature whatsoever, including attorney's fees (hereinafter collectively "Claims") asserted by anyone including any person, entity, or governmental agency, which Claims arise from, or in any way relate to: (a) the proposed use of City premises or facilities; (b) the event described herein; (c) service or use of alcoholic beverages, if any; or (d) any acts or omissions of Applicant or Applicant's officers, employees, volunteers, invitees, or guests, or any participant in the proposed event. This provision applies regardless of any active or passive negligent act or omission of City Representatives but does not apply to the extent the Claims are caused by the gross negligence or willful or wanton misconduct of City Representatives. This Indemnification applies even if insurance is required.

Print Name

Signature

Date

Community Center Facility Use Policies

Applicants must initial below to signify their agreement and adherence to the Community Center's terms and conditions of use.

_____ I acknowledge receipt of the City Council Facility Reservations and Use Policy 317 ("Policy 317") and agree to abide by the rules and regulations of the facility use set forth therein.

_____ I agree that my event will be canceled if I do not pay remaining balance of Rental fees at least thirty (30) days prior to my event. Requests received less than thirty (30) days in advance will be granted if conditions allow and payment for these reservations shall be paid in full when the request is made and the application is approved (Policy 317, **Payments**, pg. 7)

_____ I agree that the City reserves the right to require security guard services for any activities held at the Community Center and for all events serving alcohol. I understand that City staff will arrange for a security guard service company on my behalf and that the security guard service will be scheduled for the entire event time specified on my Facility Permit. I am responsible for the cost of security guard service. (Policy 317, **Security Services**, pg. 8)

_____ I agree that insurance is required for all Community Center facility rentals and that I'm responsible for the cost of insurance. I may provide the City with my own insurance policy to cover the City with required insurance certificates and endorsements. If my insurance cannot meet City requirements, or if I elect to use the City's insurer, the City will arrange for insurance coverage on my behalf and I'm responsible for paying the cost of such coverage. Cost for insurance coverage is in addition to the Facility rental rates. (Policy 317, **Insurance Requirements**, pg. 8)

_____ I agree to the Community Center Alcohol Use Policy (Policy 317, **Community Center Alcohol Use Policy**, pgs. 14, 15) and any violation of this policy will result in immediate termination of my event and the forfeiture of all rental fees and my security deposit in full, including, but not limited to the following:

- a) Alcohol use is not permitted for any activity with a youth emphasis, including events for Minors such as birthday parties, quinceañeras, bar and bat mitzvahs, or student activities. Alcohol may not be served to Minors.

- b) Alcoholic Beverages cannot be served past 9:30 pm on Monday – Saturdays, and 5:30 pm on Sundays; and the maximum amount of time that alcohol may be served is 5 hours.
- c) A bartender is required for beer keg service or when hard alcohol is served.

_____ I agree that if my Facility Permit designates that my alcohol **will not** be served at my event, and alcohol is found in or around my reserved Facility(ies), my event will immediately be terminated and the I will forfeit all rental fees and security deposit in full. (Policy 317, **Community Center Alcohol Use Policy**, pgs. 14, 15)

_____ I agree that I may forfeit one half of my deposit if my event runs up to one half hour past 11:00 pm on Monday – Saturdays, and up to one half hour past 7:00 pm on Sundays, or if my reservation runs after the end time (including clean-up time) specified on my Facility Permit up to one half hour. (Policy 317, **Community Center Facility Rental Hours**, pgs. 11, 12)

_____ I agree that I **will** forfeit the **full amount** of my deposit if my event runs past 11:30 pm on Monday – Saturdays, and 7:30pm on Sundays, or if my reservation runs more than one half hour after the end time (including clean-up time) specified on my Facility Permit. (Policy 317, **Community Center Facility Rental Hours**, pgs. 11, 12)

_____ I agree that I must attend a mandatory site meeting with Community Services staff at the Community Center to discuss my reservation. This site meeting appointment should be made at least fourteen (14) days prior to my event, and any caterer or special event coordinator should also attend the site meeting. I understand that failure to complete a site meeting could result in a cancellation of my event and forfeiture of fees and deposits. (Policy 317, **Mandatory Site Meeting**, pg. 12)

_____ I agree that Signs (including banners, balloons, and other decorative materials used to promote, advertise, or decorate a Facility reservation event, or for event wayfinding purposes, must first be approved by the City based on reasonable time, place, manner and aesthetic considerations. I must note requested signage locations on my rental application and the proposed locations must be approved in advance by the City and will only be permitted for display during the reservation hours designated on the Facility Permit. Any signs that are placed in an unapproved locations or that violate Policy 317 will be immediately removed and the Applications Facility Permit may be subject to revocation. (Policy 317, **Signs**, pg. 10)

_____ I agree that reservations must be canceled at least thirty (30) days prior to their reservation date as stated on an approved Facility Permit. Cancellations are subject to cancellation fees as established by City Council Resolution. Cancellations made less than thirty (30) days prior to a reservation will forfeit the Applicant's Facility deposit. (Policy 317, **Cancellations**, pg. 11)

For Office Use Only			
Facility	Hours	Rate	Sub Total
Total Room Fees			

Total Facility Fees	
Insurance Fee	
Security Fee	
Dance Floor Fee	
AV System Fee	
Kitchen Fee	
Alcohol Fee	
Total	

Payment:
 ☐ Credit Card
 ☐ Cash

Received by:

For Office Use Only	
Security Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	ABC License Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reservation Type: <input type="checkbox"/> RNP <input type="checkbox"/> RP <input type="checkbox"/> NRNP <input type="checkbox"/> NRP <input type="checkbox"/> COMM	
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reason for denial: _____
Permit #: _____	