



City of La Mirada Community Services  
 13710 La Mirada Boulevard  
 La Mirada, California 90638  
 (562) 943-7277

Rental # \_\_\_\_\_

**APPLICATION AND AGREEMENT FOR USE OF FACILITY**

Name of Responsible Person: \_\_\_\_\_

Name of Organization If Applicable: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Email: \_\_\_\_\_

Hours Requested: From \_\_\_\_\_ A.M./P.M to \_\_\_\_\_ A.M./P.M

Total Number of Guests Expected: \_\_\_\_\_ Guest Breakdown: Adults \_\_\_\_\_ Children \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Area/Room Requested:             | <input type="checkbox"/> Gardenhill Park Picnic Area | <input type="checkbox"/> Resource Center - Dance Room     |
| <input type="checkbox"/> Activity Center - MPR            | <input type="checkbox"/> Gym - Half                  | <input type="checkbox"/> Resource Center - Fitness Room   |
| <input type="checkbox"/> Activity Center - Library        | <input type="checkbox"/> Gym - Full                  | <input type="checkbox"/> Resource Center - Meeting Room 1 |
| <input type="checkbox"/> Activity Center - Community Room | <input type="checkbox"/> Gym - Multi-Purpose Room    | <input type="checkbox"/> Resource Center - Meeting Room 2 |
| <input type="checkbox"/> Activity Center- Courtyard       | <input type="checkbox"/> Neff Park Gazebo            | <input type="checkbox"/> Splash! MPR                      |
| <input type="checkbox"/> Creek Park - Amphitheater        | <input type="checkbox"/> Neff Park Barn              | <input type="checkbox"/> Windermere Park Community Bldg   |
| <input type="checkbox"/> Frontier Park Community Bldg     | <input type="checkbox"/> Neff Park Picnic Area       | <input type="checkbox"/> Windermere Picnic Area           |
| <input type="checkbox"/> Frontier Park Picnic Area        | <input type="checkbox"/> Resource Center - Classroom | <input type="checkbox"/> Other _____                      |
| <input type="checkbox"/> Gardenhill Park Community Bldg   | <input type="checkbox"/> Resource Center - Craftroom |   |

The undersigned hereby makes application for the use specified below and accepts all cancellation policies, responsibilities, liabilities, and obligations contained in the Reservation Policy for the use of the City of La Mirada Facilities.

Applicant's/Permittees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Type of Function:**

- |   |   |
|---|---|
| <input type="checkbox"/> Awards Presentation          | <input type="checkbox"/> Meeting                    |
| <input type="checkbox"/> Banquet                      | <input type="checkbox"/> Musical                    |
| <input type="checkbox"/> Birthday - Age: _____        | <input type="checkbox"/> Reunion                    |
| <input type="checkbox"/> Cultural Celebration         | <input type="checkbox"/> Quincenenera/Sweet Sixteen |
| <input type="checkbox"/> Dance Party                  | <input type="checkbox"/> Wedding Ceremony           |
| <input type="checkbox"/> Lecture/Seminar              | <input type="checkbox"/> Wedding Reception          |
| <input type="checkbox"/> Instructional Class/Workshop | <input type="checkbox"/> Other: _____               |

**Function is for:**

- |   |
|---|
| <input type="checkbox"/> Church - Name: _____         |
| <input type="checkbox"/> Company - Name: _____        |
| <input type="checkbox"/> Family - Relationship: _____ |
| <input type="checkbox"/> School - Name: _____         |
| <input type="checkbox"/> Self                         |

Do you intend to charge admission or ask for a donation?  Yes  No

Is this event open to the public?  Yes  No

Will decorations be used?  Yes  No

\* Please review the City's Decoration Policy

**Activities & Equipment**

Please check all that apply:

- BBQ
- Canopies/Event Tent
- Catering
- Clown/Magician
- Contest/Games
- DJ
- Jumper
- Karaoke/P.A. System
- Live Band/Live Music
- Performers/Singers/Skits
- Pinata
- Radio/CD Player/Ipod
- Sound/Lighting System
- Other \_\_\_\_\_

**PUBLIC SAFETY OFFICERS**

The City of La Mirada may require Public Safety Officers at events to ensure the safety of all guests and City property. The types of events that require Public Safety Officers may include, but are not limited to: Weddings, Teenage Events, and Events with occupancies Public Safety deems necessary. Public Safety will determine the number of Public Safety Officers needed for any event.

The fee is \$34.96 per hour/per officer.

I understand that Public Safety reserves the right to assign Public Safety officer(s), to my event at their discretion. The determined fee is my responsibility.

X \_\_\_\_\_ Date \_\_\_\_\_

**CANCELLATION AND AMENDMENT POLICY**

- Cancellation and amendment requests must be submitted by applicant in writing
- Reservation cancellations submitted 30 days or more prior to the applicants scheduled event will receive a refund of fees minus 50% of the rental deposit fee
- Reservations cancelled 30 days or less prior to the applicants scheduled event will receive a refund of the rental fees minus 100% of the rental deposit fee.

I understand the Cancellation and Amendment Policy and am aware that any cancellation requests must be submitted in writing to the Reservation supervisor at the La Mirada Resource Center.

X \_\_\_\_\_ Date \_\_\_\_\_

Groups/Classifications

- A. City conducted and/or sponsored/co/sponsored activities
- B. Non-profits serving La Mirada
- C. Government agencies serving La Mirada residents and/or Norwalk-La Mirada School District
- D. La Mirada residents or non-residents for use of the Activity Center, Gym, or Frontier Park
- E. Non-residents and/or businesses

Booking Time

- No Limit
- 12 Months
- 12 Months
- 10 Months
- 9 Months - no commercial use

**Attachment (B-1)  
Fee Schedule and Room Classification Chart**

Type of Room:	Location	Rooms	Refundable Deposit	Hourly Fees		**Insurance	
				Groups A, B, C & D	Group E	100 people or less	101 people or more
Meeting Room / Classroom	Activity Center	Billiard Room Ceramics Room Community Room Game Room	\$400	\$30	\$40	\$81.00	\$113.00
	Resource Center	Classrooms Craft Room Meeting Rooms					
Specialty Room	Activity Center	Library	\$400	\$65	\$80	\$81.00	\$113.00
	Resource Center	Fitness Room Dance Room					
	Gym	Fitness Room MPR					
	Splash	Bob Jenkins MPR					
Outdoor Area	Activity Center	Courtyard	\$200	\$25	\$35	\$119.00	\$207.00
	Parks	Creek Frontier Gardenhill Neff Park Veteran's Windermere					
Community Building Room	Parks	Frontier Gardenhill Windermere	\$400	\$90	\$105	\$81.00	\$113.00
Banquet Hall	Activity Center	MPR	\$400	\$110	\$130	\$81.00	\$113.00
	Parks	Neff Park Carriage Barn					
Kitchen*	Activity Center	Kitchen	\$100	\$20	\$30	N/A	N/A
Kitchen*	Neff Barn	Kitchen	\$100	\$20	\$30	N/A	N/A
Gymnasium-Full	Gym	North and South Basketball Courts with Bleachers	\$400	\$100	\$120	\$81.00	\$113.00
Gymnasium-Half	Gym	North or South Basketball Courts with Bleachers	\$400	\$60	\$75	\$81.00	\$113.00
<p>*Kitchen is only available for rent in conjunction with a La Mirada Activity Center Multi-Purpose Room or Neff Barn Rental</p> <p>**Insurance rates are estimates</p> <p>Additional fees may be applied for reservations outside of facility hours and/or Public Safety</p>							