

Attachment (B)

**CITY OF LA MIRADA  
FACILITY RESERVATION POLICY**

The City of La Mirada has a number of outstanding facilities for use by the public. Community Services staff members can help you find the perfect location for your next meeting, party, wedding or many other events.

**I. GROUP PRIORITY RATING**

1. An individual or group seeking to use City of La Mirada facilities will be classified in one of the following priority groups. These classifications are used to establish 1) priority of use, 2) applicability of a fee, and 3) amount of the fee, if any. The priority groups are as follows:

Level	Title	Group Reservation Application Acceptance Timeline
A	City conducted and/or sponsored/co-sponsored activities	No Limit
B	Non-profits serving La Mirada – group must provide active 501(c)3 status verification	May request use up to 12 months in advance when not subsidized or discounted. May request use up to 3 months in advance for subsidized and/or discounted use.
C	Government agencies serving La Mirada residents and/or Norwalk-La Mirada School District	May request use up to 12 months in advance
D	La Mirada residents or non-residents for use of the Activity Center, Gym, or Frontier Park	May request use up to 10 months in advance
E	Non-residents and/or Businesses	May request use up to 9 months in advance. Not for commercial use.

**II. RECURRENT USE**

1. Group B subsidized meeting room use:
  - a. City subsidized use of meeting room or classroom is available during normal operating hours. Rooms are available for request on a quarterly basis, with requests being accepted up to 3 months in advance. Each organization may reserve twelve 12, 2 hour uses of meeting rooms per calendar year, at no cost to the organization. Regular rates will apply after 12 uses or 2 hours per meeting, staff charges may apply after normal operating hours. A security deposit is required.

**III. APPLICATION PROCEDURES**

1. All applicants must complete a City of La Mirada Facility Use Application and submit a \$200 application fee. The application fee will be applied towards the rental fee or will be returned if the application is denied.
  - a. Applications shall be submitted at least 30 days in advance and must be accompanied by a valid Driver's License, current utility bill in applicant's name, and a refundable security deposit.
2. Upon approval of an application, a facility rental contract will be issued listing the requirements of the reservation.
  - a. Applicants shall not transfer, assign, or sublet use of the facility or apply for use on behalf of another person or organization.
3. All rental fees shall be paid 14 days prior to the scheduled event by personal check, business check, credit card, cashier's check or cash. Rental fees paid less than 14 days shall be paid by credit card, cashier's check or cash.
4. The City reserves the right to cancel a permit issued for any event or activity due to unforeseen circumstances. In the event of such a cancellation, notice shall be given as far in advance as possible and a full refund will be issued. Every effort will be made to find a suitable alternative facility.
5. If at any time during the scheduled event the applicant is not in compliance with City policies and regulations, and after a verbal notice of noncompliance has been issued by City staff, the City may terminate the event. Under those circumstances, deposits and/or fee(s) paid by the applicant may not be returned.

#### **IV. LIABILITY AND INSURANCE**

1. One of the following types of insurance is required:
  - a. Special Event Insurance purchased through the City at the current rate from the City's insurance providers.  
Or
  - b. An insurance policy approved by the City that meets all the City's insurance requirements and levels.

#### **V. CANCELLATION AND AMENDMENT REQUESTS**

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

## **VI. REFUND POLICY**

1. Refunds of Security and Cleaning Deposits
  - a. Security deposit will be refunded if facility is left in clean and orderly condition and all reservation policies are followed.
  - b. In the event of damage, the applicant shall be liable for expenses required to repair or replace the facility, its furnishings, or equipment to its original condition.
  - c. Refunds will be issued four (4) to six (6) weeks after the event through the original form of payment. Cash payments will be issued by a check.

## **VII. GENERAL REGULATIONS**

1. Smoking or tobacco use of any kind is not permitted at City of La Mirada facilities.
2. Fire, open flame, incense, fog, hazer or smoke use is not permitted in the La Mirada Facilities at any time.
3. Sterno heaters for food warming are allowed by approved caterers at food service tables only.
4. Removal of equipment from the building is prohibited. Moving, rearranging, or altering equipment for purposes other than its intended use is also prohibited.
5. Set up and breakdown of City equipment will be the responsibility of City Staff.
  - a. User shall complete "Room Diagram Sheet" at the time the Facility Usage Agreement is signed.
6. Set-up and clean-up need to be included in the reservation time requested.
  - a. Clean up is the user's responsibility and includes the wiping of table tops, ensuring chairs are clean, removing all trash from floors, disposing of all trash into proper receptacles, wiping of counter tops and kitchen equipment, cleaning up all spillage in refrigerators/freezers, ovens, and removal of all user-owned or leased (non-City owned) items.
7. Food and Beverage - No food or beverages that cause permanent stains to the facility are allowed. Food and beverages must remain in rented room(s).
8. Minors - Groups of minors shall be supervised by:
  - a. one adult for every 10 minors, ages 12 and under
  - b. one adult for every 20 minors under the age of 18 and over the age of 12.

9. The City shall have the right to regulate the facilities, including the heating and air conditioning systems. Exit doors shall be unlocked and shall not be blocked.
10. Table coverings are required on all tables for indoor reservations. No signs or decorations are to be taped, nailed or otherwise attached to walls, windows, or ceilings. Decorations must be fireproof. No rice, birdseed, confetti, or other similar items shall be thrown in or around the facility. Balloons must be secured and not released.

## **VIII. CATERING VENDORS/INFLATABLES**

1. Food may be brought into all facilities except Splash!. Food for Splash! must be provided by a Splash! approved caterer. Cakes are permitted to be brought into Splash!
2. Catering must be provided by an approved catering company.
3. Company must have a current City of La Mirada business license.
4. Provide insurance in advance that meets the City's insurance requirements.
5. Inflatable's require an approved rental and applicant shall provide size of inflatable and adult supervision. Inflatable company must provide City approved insurance 2 weeks prior to the reservation. A list of City approved inflatable companies can be provided by the City.
6. All vendors must comply with all policies, codes, and procedures.

## **IX. PUBLIC SAFETY**

1. As determined by, and at the discretion of the City, Public Safety personnel may be required. Fees for Public Safety will be added to the reservation.

## **X. ATTACHEMENTS**

Attachment A – Fee Schedule and Room Classification Chart

Attachment B – Alcohol Policy