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: _____

Hours Requested: From_____ A.M/P.M to_____ A.M/P.M

Total Number of Guests Expected: _____ **Guest Breakdown:** Adults _____ Children _____

Area/Room Requested:

____ Activity Center - MPR
____ Activity Center - Library
____ Activity Center - Community Room
____ Activity Center- Courtyard
____ Creek Park – Amphitheater
____ Frontier Park Community Bldg
____ Frontier Park Picnic Area
____ Gardenhill Park Picnic Area
____ Gardenhill Park Community Bldg
____ Gym - Half
____ Gym - Full
____ Gym - Multi-Purpose Room
____ Neff Park Gazebo
____ Neff Park Barn
____ Neff Park Picnic Area
____Resource Center - Basement
____Resource Center - Classroom
____Resource Center - Craftroom
____Resource Center - Dance Room
____Resource Center - Meeting Room 1
____Resource Center - Meeting Room 2
____ Splash! MPR
____ Windermere Park Community Bldg
____ Windermere Picnic Area
____Other _____

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/Permittes Signature: _____ **Date:**_____

Type of Function:

____Awards Presentation
____Banquet
____Cultural Celebration
____Dance Party
____Lecture/Seminar
____Instructional Class/Workshop
____Meeting
____Musical
____Reunion
____Quinceneanera/Sweet Sixteen
____Wedding Ceremony
____Other:_____

Function is for:

____Birthday
____Company
____Church
____Family Relationship_____
____School
____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:

__ D.J
__ Live Band/Live Music
__ Clown/Magician
__ Performers/Singers/Skits
__ Contest/Games
__ Radio/CD player/IPod
__ Karaoke/P.A System
__ Other Sound Lighting Systems
__ BBQ
__ Pinata

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*_____
Signature

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*_____
Signature

Groups/Classifications	Booking Time
A. City conducted and/or sponsored/co/sponsored activities	No Limit
B. Non-profits serving La Mirada	12 Months
C. Government agencies serving La Mirada residents and/or Norwalk-La Mirada School District	12 Months
D. La Mirada residents or non-residents for use of the Activity Center, Gym, or Frontier Park	10 Months
E. Non-residents and/or businesses	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

***Kitchen is only available for rent in conjunction with a La Mirada Activity Center Multi-Purpose Room Rental**

****Insurance rates are estimates**

Additional fees may be applied for reservations outside of facility hours and/or Public Safety