

**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 can assist guests with finding the perfect location for their next meeting, party, wedding and many other events.

I. GROUP PRIORITY RATING

1. An individual or group seeking to use select 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 and be based in La Mirada.	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 Unified School District.	May request use up to 12 months in advance.
D	La Mirada residents, La Mirada businesses or non-residents for use of the Activity Center, Gym, or Frontier Park Community Building.	May request use up to 12 months in advance.
E	Non-residents and non-La Mirada businesses.	May request use up to 10 months in advance.

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 three months in advance. Each organization may reserve 12, two hour uses of meeting rooms per calendar year at no cost to the organization. Regular rates will apply after 12 uses or two hours per meeting. A deposit is required.

III. APPLICATION PROCEDURES

1. All applicants must complete a City of La Mirada Facility Use Application and submit a reservation deposit fee. The reservation deposit fee 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, a current utility bill in the applicant's name, and a refundable security deposit.
 - b. Reservation deposits shall be paid by credit card upon submittal of facility reservation application.
2. Upon approval of the application, a facility reservation permit will be issued listing the requirements of the reservation.
 - a. Applicant shall not transfer, assign, or sublet use of the facility or apply for use on behalf of another person or organization.
3. All reservation fees shall be paid no less than 14 days prior to the scheduled event. Reservations made within 14 days of the event date shall be paid in full by credit card at the time of approval.
4. The City reserves the right to cancel a reservation permit issued for any event or activity due to unforeseen circumstances. In the event of such cancellation, the applicant will be notified in advance and a full refund will be issued. Every effort will be made to find a suitable alternate facility.

IV. STAFFING FEES

1. As determined by, and at the discretion of the City, the presence of Facility Reservation personnel is required.
 - a. A fee of \$20 per staff/per hour for facility reservation services that fall outside of regular hours of operation will be added to the reservation.
2. As determined by, and at the discretion of the City, the presence of Public Safety personnel may be required. Fees for Public Safety services will be added to the reservation.
 - a. A fee of \$33 per staff/per hour for Public Safety services will be added to the reservation.
 - b. A fee of \$100 per staff/per hour for Sheriff Deputy services will be added to the reservation.

V. GENERAL REGULATIONS

1. Facilities are not available for commercial use.
2. Smoking, vaping, or tobacco use of any kind is not permitted in any City of La Mirada facility or its parking lots.

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3. Consumption, serving, and pouring of alcohol without prior written approval from the City will result in the forfeiture of the Facility Reservation Deposit.
4. Fire, open flame, incense, fog, hazer or smoke use is not permitted inside any City of La Mirada facility at any time.
5. Use of a facility kitchen is limited to counter space, refrigerator, ice maker, and appliances to keep food warm. No onsite cooking is allowed. Kitchens shall not be opened for any group unless written approval is granted.
6. Chafing dishes and sterno heaters for food warming are allowed at food service tables only.
7. Removal of equipment from any City facility is prohibited. Moving, rearranging, or altering equipment for purposes other than its intended use is also prohibited.
8. Set-up and clean-up shall be included in the reservation time requested.
 - a. Clean-up is the applicant's responsibility and includes the wiping of tabletops, 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.
9. Applicant is responsible for providing adequate supervision of all attendees.
10. The City has the right to regulate the facilities, including the heating and air conditioning systems. Exit doors shall remain unlocked and accessible during the reservation.
11. 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. No rice, birdseed, confetti, or other similar items shall be thrown in or around City facilities. Balloons must be secured and not released.
 - a. The City reserves the right to remove any decorations or equipment deemed hazardous or that may cause injury to patrons or damage to City property.
12. If at any time during the scheduled reservation the applicant is not in compliance with City policies and regulations, and verbal notice of noncompliance has been issued by City staff, the City may terminate the reservation. In these circumstances, the applicant's deposit and/or fees may not be refunded.
13. The City reserves the right to charge a late fee of \$1 per minute for reservations that go past the approved reserved time. Late fees will be deducted from the deposit.

VI. VENDORS

1. Applicants must provide the City with a list of vendors they propose to use during their permitted use.
2. The City of La Mirada requires all businesses, including vendors for facility use permits operating in the City to pay an annual business license tax. For more information visit <https://www.cityoflamirada.org/business/business-license>. If you have any questions, please contact the Business License Desk at (562) 943-0131 or bizlicense@cityoflamirada.org
3. Caterers providing onsite cooking or food service must meet the following requirements at least 14 days prior to the reservation date:
 - a. Provide insurance that meets the City's insurance requirements.
 - b. If event is open to the public, a valid Los Angeles County Health permit is required.
 - c. Food service and/or merchandise vending directly from vehicles/food trucks is not permitted at City facility reservations.
4. Including but not limited to DJ, Inflatables and/or Equipment Rentals/Balloon Artists/Characters/ Photo booth etc.
 - a. Requires advance written approval by City.
 - b. Current City of La Mirada business license.
 - c. Provide insurance that meets the City's insurance requirements.
 - d. Use of inflatables must have adult supervision.
 - e. A list of City approved inflatable and equipment rental companies may be provided by the City.
5. Vendors must comply with all City policies, codes, and procedures.

VII. INSURANCE REQUIREMENTS

1. The City may adjust insurance requirements at its sole discretion.
 - a. Special Events Insurance is mandatory unless determined otherwise by the City. Special Event Insurance purchased through the City at the current rate from the City's insurance provider is required. Insurance fees will be included in the reservation permit and are due no less than 14 days prior to the rental.
 - b. USER's may provide an insurance policy that meets all the City's insurance requirements with advance approval from the City. Request to use the USER's insurance policy must be submitted 45 days prior to the reservation. If approved, insurance must be submitted 30 days prior to the rental.

VIII. INDEMNIFICATION

1. USER shall indemnify, defend and hold the CITY and CITY's elected officials, officers, employees, volunteers and agents, free and harmless from any and all demands, claims,

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actions causes of action, damages and/or liabilities, including but not limited to, actual and/or alleged claims, actions and liabilities for personal injury, death, and/or property damage, including payment of attorney's fees, in any way arising out of or incurred in connection with the acts or omissions of USER or any official, officer, employee, member, volunteer, invitee, subcontractor or agent of USER (collectively, "USER Parties") while using any of the Facilities, or the exercise of any rights granted by this Agreement by any of the USER Parties, to the maximum extent permitted by law. USER shall not be liable for claims and liabilities to the extent arising out of CITY's sole or gross negligence.

USER shall be financially responsible for replacing and/or repairing any and all CITY owned property damaged or destroyed, in whole or in part, by the acts or omissions of any USER Party.

IX. RESERVATION ADJUSTMENT/CHANGES

1. Modification requests must be submitted by the applicant in writing at least 14 days in advance of the event for City review and approval.

X. CANCELLATION POLICY

All cancellation and modification requests must be submitted in writing by the applicant.

1. Reservation cancellations submitted 30 days or more prior to the applicant's scheduled reservation will receive a full refund.
2. Reservation cancellations submitted 29 - 15 days prior to the applicant's scheduled event will receive a refund minus fifty percent of the reservation deposit fee.
3. Reservation cancellations submitted 14 days or less prior to the event will receive a refund of paid reservation fees, minus one hundred percent of the reservation deposit fee.

XI. RETURN OF RESERVATION DEPOSITS

1. Reservation Deposits

- a. Reservation deposit(s) will be refunded if a City facility is left in a clean and orderly condition and all reservation policies are followed. Refunds of reservation deposits will be issued through the original form of payment.
- b. In the event of damage, the applicant shall be liable for expenses associated with the repair of the City facility, its furnishings, or equipment to its original condition.

XII. FEE SCHEDULE

XIII. ALCOHOL POLICY

CITY OF LA MIRADA
RESERVATION FEE SCHEDULE

Location	Refundable Deposit	Hourly Fees During Normal Operating Hours		Insurance**	
		Group A,B,C & D	Group E	100 people or less	101 people or more
Classrooms	\$500	\$45/per hour	\$55/per hour	\$87	\$122
Meeting Rooms	\$500	\$90/per hour	\$110/per hour	\$87	\$122
Specialty Rooms	\$500	\$125/per hour	\$135/per hour	\$87	\$122
Picnic Areas	\$200	\$25/per hour	\$35/per hour	\$87	\$122

** Special event insurance is provided by Alliant Insurance. Rates are set by the insurance provider and are subject to change.

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

Available Hours to Rent	
Activity Center	6am-12am - clean up allowed during 11pm-12am
Resource Center	6am-12am - clean up allowed during 11pm-12am
Community Buildings	Sun up - Sun down
Picnic Areas	Sun up - Sun down (Mon. through Sat.) *Sun. first come first serve
Neff Park Barn	6am-8pm - clean up allowed during 8pm-9pm

Staffing Fees	
Reservation Staff	\$20 per staff/per hour
Public Safety Officer	\$33 per staff/per hour
Sheriff Deputy	\$100 per staff/per hour



ADMINISTRATIVE POLICY USE OF ALCOHOL

The intent of this policy is to establish regulations for the usage of alcoholic beverages at the Splash! La Mirada Regional Aquatics Center, La Mirada Activity Center and inside the Neff Barn. This policy will allow the consumption of alcoholic beverages in designated areas in conjunction with facility reservations under certain conditions only with advance written approval from the City Manager, and such usage must comply with all appropriate laws and City regulations.

The regulations will include the following:

1. Applicants must complete and sign a City Facility Rental Application and all rental regulations must be followed.
2. Alcohol use is restricted to wine, beer and champagne only.
3. All alcohol must be served from behind a table or bar and be served by a City approved caterer. Self-serve of any kind is not permitted. No outside bartenders are permitted. Alcohol must be served in plastic cups. No glass bottles or containers are permitted, except in designated serving areas. No alcohol containers may be left on tables.
4. Users shall provide alcohol to their attendees at no cost; alcohol may not be sold on the premises.
5. Alcohol is permitted during functions for adults 21 years of age and older. At least 75% of the attendees at the event must be over 21 years of age.
6. Alcohol will not be allowed at functions at which participants will be participating in water activities.
7. For Splash! and the Activity Center a minimum of two City Public Safety officers are required for any rental up to 100 guests and an additional officer is required for each additional 100 guests or part thereof. For the Neff Park Barn a minimum of two public safety officers are required for up to 50 guests, a minimum of one Sheriff Deputy and one public safety officer is required for 50 to 100 guests and two Sheriff Deputies and one public safety officer are required for 100 to 150 guests. User shall be charged for security provided by the City.
8. Alcohol may not be served to anyone less than 21 years of age nor shall anyone under 21 be allowed to consume alcohol. The facility User will be responsible for verifying the attendee is of legal drinking age and providing guests with wristbands or other indicia alerting caterers serving alcohol that identification has been checked and the person may legally consume alcohol. No alcohol shall be served, sold or consumed at events designed for persons under 21 years of age or at youth oriented events, such as Bar Mitzvah, Bat Mitzvah, Confirmations, Quinceaneras or birthday parties.
9. The time alcohol will be served must be listed on the application. Alcohol may not be served before 2 p.m. or after 10 p.m. Alcohol may be served for a maximum of 4 hours. The serving of alcohol must be stopped one hour prior to the end of the reservation time, which is one hour prior to the start of the clean-up time. For Neff Park Barn, reservations are permitted until 6 p.m. with clean-up between 6 p.m. and 7 p.m. Alcohol is only permitted inside the Neff Barn between the hours of 2 p.m. and 5 p.m.

10. The serving and consumption of alcohol may only take place in the specific areas as approved on the rental application.
11. The responsibility to comply with all laws and rental regulations and make sure all guests in attendance comply with all laws and rental regulations shall be the sole responsibility of the applicant, organization or sponsor.
12. Failure to comply with any regulations may result in the revocation of the permission to serve alcohol, termination of the event, and the loss of all or part of the security deposit. If law enforcement must be called for any reason the applicant will be responsible for the cost of the law enforcement as determined by the City.
13. All rules related to the use of the facility and alcohol service shall be posted. Users shall be responsible for enforcing these regulations.

Applicants Signature

Date:_____