



FACILITY USE POLICY

Grand Avenue Park Community Room
Library Community Room
Mystic Canyon Community Building
Sleepy Hollow Community Building

Thank you for making a reservation at a Chino Hills Community Facility. In order to provide quality customer service and to ensure an enjoyable and safe event, please read the following information associated with the facility rental.

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1. FACILITY SUMMARY

Grand Avenue Park Community Building

Community Room: Maximum Capacity: 60

Equipment Included with Rental Fee:

6' Rectangular Tables
Chairs
Television w/ VCR/DVD Player

Library Community Room

Community Room: Maximum Capacity: 65

Equipment Included with Rental Fee:

4' Rectangular Tables
Chairs
AV Equipment

Mystic Canyon Community Building

Community Room: Maximum Capacity: 67

Equipment Included with Rental Fee:

6' Rectangular Tables
Chairs
Television w/ VCR/DVD Player

Sleepy Hollow Community Building

Community Room: Maximum Capacity: 67

*Limited to 6 parking stalls

Equipment Included with Rental Fee:

6' Rectangular Tables
Chairs

2. HOURS OF OPERATION

Monday – Sunday: 8:00 a.m. to 10:00 p.m.

Weekends are defined as beginning at 4:00 p.m. on Friday and ending at 10 p.m. on Sunday. Any reservations that fall between these periods of time shall be considered weekend hours and will be charged the weekend rate.

A fifteen (15) minute clean-up is mandatory at the end of each event for the use of community room at Grand Avenue Park, Library Community Room, Mystic Canyon Community Building and Sleepy Hollow Community Building. Event time must end no later than 9:30 p.m., and clean-up must be completed by 10:00 p.m. Any fifteen (15) minute

increment of time that extends beyond the reserved hours will be billed at twice the hourly event rate for the room(s) reserved.

Facilities will be closed on the following observed holidays: Presidents’ Day, Easter Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day.

Facilities are available for rental on the following holidays: Presidents’ Day, Memorial Day, Labor Day, and Veterans Day at the weekend rate.

3. USER GROUP CLASSIFICATIONS

Group A	City of Chino Hills sponsored and co-sponsored classes, events, programs, and governmental agencies serving Chino Hills’ residents. (i.e. San Bernardino County, districts and authorities; State of California departments, multi-city organizations and Joint Powers Authorities to which the City belongs; federal agencies; Chino Valley Independent Fire District; and, Chino Hills Police Department when acting in official capacity.
Group B	<p>B1: Chino Hills based non-profit, service, athletic or social organization</p> <p><i>*To qualify as a Chino Hills non-profit organization, the organization must provide “Articles of Incorporation” indicating status as a Chino Hills based non-profit and provide an insurance certificate additionally insuring the City of Chino Hills.</i></p> <p>B2: Chino Valley Unified School District (i.e. clubs, boosters, social, and sports groups)</p> <p><i>*Must provide a letter from school identifying the group, as well as, provide an insurance certificate additionally insuring the City of Chino Hills.</i></p>
Group C	<u>Chino Hills resident</u> or business.
Group D	<u>Non-Chino Hills</u> resident, non-profit organization or business.
Group S	Chino Hills Non-Profit Senior Groups

4. USER GROUP RESERVATION PRIORITY

Group A: Up to twelve (12) months in advanced, and are limited to twelve (12) bookings per year, unless approved by the Community Services Director or designee. City bookings are unlimited.

Group B: Up to (6) months in advance for free or discounted use, (12) months in advance when not free or discounted.

- Group B users will be limited to three (3) weekend bookings per year, unless approved by the Community Services Director or designee.
- Group B1 users are allowed one (1) “free” general meeting per month, Monday - Thursday, and Friday until 5:00 p.m.

Group C: Up to twelve (12) months in advance; and are limited to six (6) bookings per year, unless approved by the Community Services Director or designee.

Group D: Up to ten (10) months in advance; and are limited to six (6) bookings per year, unless approved by the Community Services Director or designee.

Group S: Up to six (6) months in advance and are limited to three (3) weekend bookings per year, unless approval is given by the Community Services Director or designee.

5. FACILITY USE

City facilities are intended to be used for meetings, workshops, trainings, special events, parties, forums and other community related activities.

6. APPLICATION PROCESS

Facility reservations must be made in-person at the Government Center by the APPLICANT. No reservations will be taken over the telephone. An APPLICANT may inquire about the availability of a specific room, date, and time, as well as, rental rates by phone or in-person during regular business hours. An available date cannot be held for possible use by making an inquiry.

Applicant must be 18 years of age or older.

A “Building Reservation Application” must be completed at least fourteen (14) days prior to requested date of use. All fees are due at this time.

To hold a date, a minimum payment (deposit) of 50% of the total rental fee must be made at the time of the reservation. The remaining balance due must be paid thirty (30) days prior to the reservation date.

Permission to use a Chino Hills community facility must be granted in writing and will not be confirmed until initial deposits are received and processed, if applicable, and the City of Chino Hills' Recreation Manager or designee, signs a copy of the Building Reservation Application.

Upon approval of an application, a "Facility Rental Contract" will be issued authorizing the requested use of the facility. The Facility Coordinator may attach conditions to the contract, as they deem necessary, for the protection of public health, safety, and welfare of the patrons and the facility. If the request for the use of facilities is not approved, all initial deposit(s) will be processed for refund within fourteen (14) days. Please allow up to six (6) weeks for a check to arrive or a credit to be posted on a credit card.

Applicants shall not transfer, assign, or sublet use of the facility or apply for use on behalf of another person or organization.

7. DEPOSITS, PAYMENTS, AND CANCELLATION PROCEDURES

Credit card (Visa or MasterCard only), cash, personal check, cashier's check, or money orders are acceptable methods of payment sixty (60) days or more prior to reservation. Rental fees paid fifty-nine (59) days or less prior to event must be paid by credit card, cashier's check, or cash. Checks must be made payable to "*CITY OF CHINO HILLS.*"

A cleaning deposit is required for all reservations. If the facility is left in the same condition as found, the cleaning deposit will be refunded to the APPLICANT. Refund will be processed within fourteen (14) days after event. Allow up to six (6) weeks for a check to arrive or a credit to be posted on a credit card. Refunds are usually processed via the original payment method, except for:

1. Cash – Refund will be processed in the form of a check
2. Multiple Credit Cards – Refund will be processed in the form of a check.
3. Multiple Payment Methods – Refund will be processed in the form of a check.

within two (2) to three (3) weeks of the facility use date.

If the APPLICANT'S check is returned to the City, for any reason, a fee will be assessed in addition to any fees due and payment must be made in cash or cashier's check.

Additional fees may vary depending upon the reservation. Requirements for extra fees may include additional City staff, special equipment use, security personnel, and/or insurance.

Any fifteen (15) minute increment of time that extends beyond the reserved hours will be billed at twice the hourly event rate for the room(s) reserved.

Cancellation Procedures:

APPLICANT is responsible for notifying the Community Services Department, *in writing by completing a cancellation form* for any changes or cancellation.

1. Reservations cancelled fifteen (15) days or more prior to the event will receive a refund minus a \$20 processing fee.
2. Reservations cancelled fourteen (14) days or less prior to the event will receive a refund minus 10% of fees paid to reserve the facility or \$100, whichever is greater.

Cancellation Policy for Group B Users:

Group B1 users, who fail to show up or cancel their “free” reservation without a five (5) official City working day (Monday – Friday) notice, will be assessed user group B hourly rates. Future privileges may be revoked.

Cancellation of “weekend” rentals must be made at least thirty (30) days prior to event. Failure to do so will result in a 10% loss or \$100, whichever is greater.

8. FACILITY RULES & REGULATIONS

The City of Chino Hills Community Services Department reserves the right to suspend use of a facility to those groups or individuals not complying with established rules and regulations.

The City has the authority to determine appropriate room placement based on attendance and nature of event.

Supervision by facility staff is necessary for the public’s safety and well-being. Facility staff will be responsible for and has complete authority over the facility being used, all equipment, participants, activities, alcohol service, and any security firm(s) on site. Facility staff has the authority to request changes in activities or cessation of activities, if they do not conform to the facility policies and regulations, and/or may cause damage to the facility. Facility staff shall be responsible for enforcement of all policies, rules, and regulations. The City reserves the right to require security whenever it deems it appropriate.

The APPLICANT must check-in with the City’s on-site staff at the starting time of the reservation and must be present for the ENTIRE RESERVATION. APPLICANT must clean-up and check-out with the City’s on-site staff at the conclusion of the reservation.

The APPLICANT shall accept full responsibility for damage to equipment or properties, and will incur all costs to repair damages to equipment and/or the facility. City equipment may not be removed from the facility.

A group must have at least one (1) adult for every ten (10) minors at any given event/meeting.

Supplies and items may not be dropped off and caterers may not utilize the facility until the paid contracted time. APPLICANT shall discuss with vendors time constraints for preparations/cleaning, in order to determine sufficient time can be reserved and available. All unloading and loading must be done from parking stalls, or properly marked loading curbs, or designated drop-off areas.

Neither the City of Chino Hills or their agents, officials, employees, and/or volunteers will be held responsible for loss, damage, or theft of equipment nor articles owned by the APPLICANT and/or his/her guests.

Smoking cigarettes or tobacco is NOT PERMITTED inside any City of Chino Hills Community Facility.

Any APPLICANT desiring to charge an admission fee, donations, and/or sell any items, must submit a written request at the time of reservation. No monies may be exchanged at the facility without prior written authorization from the Community Services Department. Additional insurance may be required.

Gambling is not allowed on City property.

All fundraising events (including raffles or donations) must have prior approval from the City, and abide by all state and federal laws. Additional fees may be required. No monies may be exchanged at the facility without prior written authorization from the Community Services Director. APPLICANT must submit a written request at the time of the reservation.

Animals are not permitted unless they are used in aiding a disabled individual.

Sleeping or lodging is not permitted.

A caretaker must accompany participants (children and adults) who are not able to attend to their personal needs for the duration of their stay.

All food and beverages must be consumed within designated areas.

9. KITCHEN USE:

All kitchen areas must be cleaned and returned in the condition found when the APPLICANT first arrived. All counter tops and equipment must be wiped clean. All spills in refrigerator, microwave, and on floors must be cleaned and/or mopped. All trash from the kitchen must be placed in the proper receptacles.

APPLICANT must provide all kitchen utensils (i.e. pots, pans, serving utensils, silverware, etc).

Any outside catering, including food trucks, taco carts, BBQ companies, etc. must provide a valid copy of their Public Health Permit.

ALL PERSONAL ITEMS MUST BE REMOVED AFTER EACH SCHEDULED USE. ANY ITEMS LEFT BEHIND WILL BE DISPOSED IMMEDIATELY.

10. DECORATING (SET-UP AND CLEAN-UP)

Decorating, set-up and clean-up must be completed within the approved reservation time. Any fifteen (15) increment of time that extends beyond the reserved hours will be billed at twice the hourly event rate for the room(s) reserved.

The City will provide basic room set-up.

Decorations require prior approval by City staff. No objects shall be suspended or attached to ceilings, light fixtures, walls, windows, dance floors, display cases or stage.

Decorations must not be displayed or installed in such a manner as would damage or deface furniture, fixture, or structure of the facility. The use of duct tape, nails, staples, or other sharp materials or instruments is NOT permitted. Prior approval for adhesive material must be given by the facility coordinator.

The uses of smoke/fog machines, incense, confetti, rice, glitter, birdseeds, hay bales, or the release of balloons, are not permitted.

Cleanup is the APPLICANT'S responsibility. APPLICANT shall leave the facility in a clean and orderly condition.

Tabletops and chairs are to be wiped clean and all trash removed from floors. All trash is to be placed in the proper receptacles.

The outside patio area, if used, shall be cleaned and returned to the condition it was in when the APPLICANT first arrived. All trash must to be placed in the proper receptacles.

Any non-City owned personal or rental items brought in for use by the APPLICANT must be taken prior to departure from the facility. Any items left behind are subject to immediate disposal.

11. ALCOHOL

THERE IS NO ALCOHOL PERMITTED AT THESE CITY FACILITIES.

12. USE OF CANDLES AND OTHER OPEN-FLAME DEVICES

Candles and other open-flame devices are permitted inside or outside any City of Chino Hills Facility when used in conformance with Section 308 of the Uniform Fire Code. See Attachment (A) for requirements under Section 308 of the Uniform Fire Code.

Barbecuing will NOT be permitted outside a Chino Hills community facility without prior written approval from the facility coordinator. If determined to be approved, any/all outdoor cooking shall only be done in areas specifically designated for such types of cooking. Additional fees and/or insurance may be required.

13. AMPLIFICATION SYSTEM USE

Amplified music and/or sound systems, including public address systems, DJ's, karaoke, film/video systems, and other large systems will not be permitted without prior written approval. Additional fees, insurance, and additional personnel may be required.

Portable amplification systems shall be permitted use at the gazebo between the hours of 8:00 a.m. and 10 p.m., Monday through Sunday.

Only persons 18 years and older will be allowed to operate any amplification system or must be under the direct supervision of a responsible adult.

The use of profane, defamatory, lewd, vulgar, belligerent, or malicious language will not be tolerated and are grounds for suspension of use. Failure to comply with the amplification system requirements will result in one and/or all of the following to occur:

- A. First offense: verbal warning
- B. Second offense: verbal warning with dismissal of announcer
- C. Third offense: loss of privileges to use system

14. INSURANCE REQUIREMENTS

Liability insurance is required for all facility rentals. The approved APPLICANT or GROUP whose name appears on the reservation must secure the liability insurance.

Liability insurance coverage in the amount of \$1,000,000 per occurrence is required and must include a signed endorsement page naming the "City of Chino Hills" as additionally insured. Based on event type and vendors, a higher limit may be required by the City's Risk Management Department.

Liability insurance coverage may be purchased independently, added as a rider to a homeowner's policy, or purchased through the City. Applicant must provide a copy of required insurance within thirty (30) calendar days prior to the scheduled event.

Insurance fees vary by the type of event, facility location, alcohol service, and number of anticipated guests. Please contact Facility Coordinator at (909) 364-2737 for more information.