CITY OF GLENDORA City Hall (626) 914-8200
116 East Foothill Blvd., Glendora, California 91741
www.ci.glendora.ca.us

Dear Renter:

On behalf of the Glendora Community Services Department, thank you for your interest in hosting your event at one of our facilities. The American Legion Building can be booked for your next wedding, reception, family reunion, party, banquet, quinceanera, movie night or company meeting, while the Teen Center can be used for a company/business meeting, party, basketball game or company play day by renting the entire building. In addition, Big Tree Park can be reserved for your own private wedding ceremony. The Scout Hut can be used for scout meetings or private parties. Big Dalton can be reserved for scout group ceremonies/events, family picnics, or church functions. Lastly you now have the ability to reserve your very own picnic tables at Finkbiner Park.

In order to secure a date, please read and complete the attached information packet. **NO RESERVATIONS WILL BE TAKEN OVER THE PHONE! COMPLETED PACKET AND INITIAL FEES ARE REQUIRED TO SECURE YOUR REQUESTED DATE.**

A Master Schedule of fees for our facilities may be obtained upon request. Glendora residents fall under Group 3 column.

In order for you to have a memorable experience and to maintain the building's pleasant appearance, we have established guidelines for our renters that will be enforced at all times.

The Community Services Department staff is available to assist you in planning your event and to ensure your safety.

Please respect our rules and regulations, so that future generations may enjoy our facilities.

Sincerely,

Lorena Cordova
Administrative Assistant

PRIDE OF THE FOOTHILLS

CITY OF GLENDORA

COMMUNITY SERVICES DEPARTMENT

CITY FACILITES

Information Sheet

Closing Time: All activities must cease by 11:00 p.m. for the American Legion Building and the Crowther Teen & Family Center. Facility must be vacated no later than 12 midnight. You will be subject to additional charge if not out on time. The Rotary Scout Hut will be available for scout meetings Monday through Friday only. All meetings must end, and the building vacated, by no later than 9:00 p.m. Any group still in the Rotary Scout Hut past 9:00 p.m. will incur hourly staff charges of $15 per hour. Rules are subject to change without notice.

Smoking: Smoking of tobacco, or any substance, is prohibited in all facilities.

Building Use: Staff is responsible for setting up and putting away tables and chairs. Renter may either choose or provide their preferred layout for certain facilities. Renter is responsible for any decorating and removal of decorations and trash after events end. For Rotary Scout Hut users, staff will open and close the facility at the time that has been indicated on the application.

Insurance: All applicants are required to supply insurance (except for picnic table rentals). A certificate of insurance is due thirty (30) days prior to scheduled event. If alcohol is being sold, renter must secure a 1-day permit from the Alcohol Beverage Control Board, 222 E. Huntington Drive Suite 114, Monrovia CA 91016 626.256.3241. A copy of the ABC permit must be submitted to the Community Services Department.

Application: An application for use of our facilities can be picked up from the City of Glendora, Department of Community Services Office located at 116 East Foothill Boulevard, Glendora, or you may call for information (626) 914-8228. Application is also available online at www.ci.glendora.ca.us.

Date of Application: _____

CITY OF GLENDORA - DEPARTMENT OF COMMUNITY SERVICES
(626) 914-8228 • 116 E. Foothill Blvd., Glendora, CA 91741
Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

APPLICATION FOR USE OF CITY FACILITIES

Check Desired Facility:

Teen Center
Route 66 Room _____
Foothill Room _____
Gymnasium _____
Game Room _____

American Legion Building
Main Hall _____
Patio Room _____
Kitchen _____

Scout Hut
North Side _____
South Side _____

Special Event
Location: _____

Big Dalton
Amphitheater _____
Fire Ring _____
(Fire Permit Required)
Los Angeles County Fire Department, 500 S. Amelia, Glendora, CA

Big Tree Park- (includes 50 chairs & 1 table)
Gazebo _____

Picnic Tables
Location _____
Side _____

Application must be completely and accurately filled out. Incomplete applications are not accepted!

Name of Applicant _____
(Proof of Glendora residency must be shown (i.e.; current utility bill or driver's license)
(**Applicant must be present at all times during the event!)**
PLEASE NOTE: If applicant is not present you will forfeit the security deposit.

City Official Signature of verification: _____

Home Phone ( ) _____ Work Phone ( ) _____ Cell Phone ( ) _____

Address_____ City _____ Zip _____

If Organization/Name _____ Phone ( ) _____

Address _____ City _____ Zip _____

Event Information

Date requested: _____ Setup hours: _____ a.m./p.m. to _____ a.m./p.m.
(If Applicable)
Building use: _____ a.m./p.m. to _____ a.m./p.m.

Layout selection: ☐ Standard ☐ Custom (Applies to Legion and Teen Center only, please see page 10 or 11 for layout)

Description of activity: _____

Estimated attendance: Adults: _____ Youth: _____ Total: _____

- American Legion Building - Building capacity 185
- Rotary Scout Hut – North Side capacity 35
- Rotary Scout Hut – South Side capacity 35
- Big Dalton – Parking must be limited to 20-25 vehicles
- Teen Center – Foothill Room capacity 32
- Teen Center – Route 66 capacity 32
- Teen Center – Gym capacity 479
- Teen Center – Game Room capacity 120

Are you charging admission? Yes____ No_____ If yes, please specify amount: _____

What will proceeds be used for? _____

Will alcoholic beverages be served? Yes _____ No _____ If yes, will they be sold? Yes _____ No _____
(PLEASE NOTE: Alcohol is only permitted at the American Legion Building)
If alcoholic beverages are sold you must **secure a permit from the ABC Board.** They may be reached by phone at (626) 256-3241 or by mail ABC Board, 222 E. Huntington Dr., Ste 114, Monrovia, CA 91016.
All consumption of alcoholic beverages in a designated City facility must cease one hour prior to the end of the event. Alcohol at the Legion Building must be consumed in the Main Hall and back Patio Room only; No alcoholic beverages may be taken or consumed outside of the facility. No alcoholic beverages will be allowed to be brought in by individual guests.

All applicants are required to supply insurance for their function (except for picnic table rentals). The applicant may either purchase Special Event Liability Insurance from the City, or they may supply the City with a Certificate of Insurance thirty (30) days prior to event. Please contact the Finance Department for further information on the Special Event Liability Insurance at (626) 852-4819.

City's Special Event Liability Insurance? _____ Applicant Certificate of Insurance? Yes _____

If YES, said Certificate MUST be in the amount of $1,000,000 and we need to be provided with the completed Certificate of Liability Insurance form naming the City of Glendora as the Certificate Holder and in addition, we need the form entitled Additional Insured-owners, lessees or contractors-scheduled person or organization. The form number is CG 20 10 03 97, in the middle of the page, under the section for "Name of Person or Organization", the following should appear: The City of Glendora, it's officials, agents, employees and volunteers. NO INCORRECT certificates are accepted.

NO SMOKING ALLOWED IN ALL CITY FACILITIES;

ALCOHOL IS PERMITTED AT THE AMERICAN LEGION BUILDING ONLY. NO CONSUMPTION OF ALCOHOL ALLOWED OUTSIDE OR ANY OF THE FACILITIES.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

WHEREAS, the City of Glendora has granted permission to the undersigned to use the city facilities, and;

WHEREAS, in consideration of the use of city facilities the undersigned is willing to hold the City of Glendora harmless and indemnify it against liability as described below;

NOW, THEREFORE, the undersigned hereby agrees as follows:

1. That neither the City of Glendora nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted by the undersigned in connection with the use of the city facilities.

2. That the undersigned shall fully indemnify, defend, and hold the City of Glendora harmless from any and all liability or claims of liability for injury to person or property occurring with the use of the city facilities.

3. I have read the entire rental packet and am fully aware of my responsibilities to the city facilities and the City of Glendora.

Name of Organization_____ **Date** _____

Signature of Applicant _____

****

FOR DEPARTMENT USE ONLY

APPROVED: _____ DENIED: _____ _____

(SIGNATURE OF APPROVING OFFICIAL)

Additional Equipment Available (at no extra charge)

Legion Building/Available – 185 chairs; 14 (8') rectangular tables; 20 (72") round tables

Number of rectangular tables _____ Number of round tables _____ Number of chairs _____

Teen Center/Available - 150 chairs; 15 (24x60) rectangular tables; 9 (72") round tables

Number of rectangular tables _____ Number of round tables _____ Number of chairs _____

Facility Rules and Regulations

1. INSURANCE

The Facility user must provide the City of Glendora with a Certificate of Insurance for general liability issues in the amount no less than $1,000,000 for bodily injury and property damage, naming the City of Glendora as additional insured and MUST specify the following language: "It is hereby understood and agreed the The City of Glendora, its elected and appointed officials, employees and/or agents, are added as an additional insured". Incorrect Certificates will not be accepted. **NO EXCEPTIONS!** Such Certificate of Insurance can be obtained from a homeowner's insurance policy or carrier. All Certificates of Insurance **MUST** be turned in (30) thirty days prior to scheduled event. **NO EXCEPTIONS!**

If the facility user is unable to obtain a Certificate of Insurance, the user will be required to purchase Special Event Liability Insurance through the City of Glendora Finance Department.

The facility user shall indemnify and hold the City of Glendora, and it's employees and agents and the property of the City of Glendora, free and harmless from any and all liability, claims, loss, damages, or expenses, including attorney fees and costs, arising by reason of death or injury of any person, including any person who is an employee, agent or individual participating in the event of/with applicant, or by reason of damage to or destruction of any property, including property owned by City of Glendora or any person who is an employee or agent of applicant, caused by (1) any cause whatsoever while that person or property is in or on the City of Glendora property or in any way connected with the City of Glendora property or with any improvements or personal property on the City of Glendora property; (2) some condition of the City of Glendora property of some building or improvement on the City of Glendora property; (3) some negligent act or omission on the City of Glendora property or any person in, on, or about the City of Glendora property with the permission and consent of City of Glendora or applicant; or (4) any matter connected with applicant's occupation and use of the City of Glendora property.

Initials: Renter _____ City Official _____

2. ALCOHOL (Legion Building Use Only)

The serving of alcoholic beverages is allowed only in the American Legion Building and must be authorized by the Director of the Community Services Department or designee, and in accordance with the following conditions:

a. Groups of individuals wishing to serve alcoholic beverages in the American Legion Building must submit a facility request application to the Community Services Department, at least (30) thirty working days prior to scheduled event.

b. If alcohol will be sold at the event, a one-day alcoholic beverage use permit must be obtained through the State of California Alcohol Beverage Control (A.B.C.) Board, 222 E. Huntington Dr, Monrovia, CA 91016 or by phone at (626) 256-3241. An individual may obtain a permit through an authorized caterer. Non-profit, tax-exempt groups may apply for a one-day permit directly through A.B.C.

A permit from A.B.C. is not required unless alcohol will be sold at the event.

c. If alcohol is to be sold the applicant must obtain insurance covering liquor liability. The applicant can purchase a Certificate of Insurance from the City of Glendora or provide their own homeowner's policy. The Certificate must be in the amount of no less than $1,000,000 naming the City of Glendora as additional insured, such Certificate must signify "Liquor liability". Incorrect Certificates will not be accepted. This permit must be posted at the bar during time of rental. **NO EXCEPTIONS!**
d. NO ALCOHOLIC BEVERAGES ALLOWED IN CITY PARKS.
e. If the application is approved, the applicant must abide by all requirements of A.B.C. and the City of Glendora.
f. All consumption of alcoholic beverages in a designated City facility must cease one hour prior to the event ending. Alcohol must be consumed only in the portion of the American Legion Building rented.
g. No alcoholic beverages may be brought in by individual guests.
h. Persons under 21 years of age may not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State law and regulations of the A.B.C. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests for facility use.
i. The responsibility for obtaining all permits will be the duty of the applicant.
j. Only a person possessing a current, valid license from A.B.C. may sell alcohol. It is the responsibility of the renter to insure this license is displayed at the rental site during entire event.

Initials: Renter_____ City Official _____

3. SMOKING

a. Smoking of tobacco, or any other substance, is prohibited in all public facilities. Staff will call the Police Department should there be continuation of smoking after a verbal warning. Lack of compliance will result in renter losing their right to rent the facility in the future, and the facility event will at that time be shut down. Smoking is permitted outside in designated areas **ONLY**.

Initials: Renter_____ City Official _____

4. HOURS OF OPERATION

a. All activities must cease at by 11:00 p.m. for both the American Legion Building and the Crowther Teen and Family Center. Premises must be vacated by 12 midnight (This includes cleanup time). You will be charged an additional fee of staff time and hours for the building which will be deducted from the security deposit, for any time spent after scheduled end/12 midnight.
b. The Rotary Scout Hut will be available for scout meetings Monday through Friday only. All meetings must end, and the building vacated, by no later than 9:00 p.m. Any groups still in the Rotary Scout Hut past 9:00 p.m. will incur hourly staff charges of $15 per hour. Rules are subject to change without notice.

Initials: Renter _____ City Official _____

5. REGULATIONS

a. Applicant is responsible for keeping all guests/participants in rented area. Guests/Participants are not allowed in non-rented areas. Alcohol must remain in designated areas **(American Legion Building Only)**.
b. Gambling, use of profane language, loud boisterous talking or improper conduct will not be permitted.
c. The City of Glendora is not responsible for any lost or stolen articles.
d. No equipment or furnishings shall be moved/removed from the premises without permission by the Director of Community Services Department.
e. The City of Glendora reserves the right of full access to all activities at any time in order to insure that all rules, regulations, and City/State laws are being observed.
f. The facility **MUST** be left in a clean and orderly condition. Community Services Department staff will inspect the building at the end of your event. Any damages must be reported to the staff person on duty immediately.
g. The user must obey instructions of the City rental attendant on duty.

h. The applicant is responsible for reimbursing the City for damaged or missing items. In order to recover costs, the City of Glendora will pursue all collections and legal remedies at its disposal to recover costs for damaged or missing items. This includes deducting fees for damaged or missing goods from the security deposit.

i. Applicant must sign a hold harmless agreement and assume all liability for damage to, or theft of, City property.

j. Any accident occurring in a City facility, which causes injury to any individual, must be reported to the person on duty immediately.

k. All City ordinances must be observed.

l. ***Big Dalton Use***: Before leaving, all trash **MUST be bagged and locked** in the Restroom. **Groups failing to secure their trash will lose future use of these facilities**. Hook up hose to bib and place by fire ring if in use. **Parking must be limited to 20-25 vehicles!**

- Observe and obey all posted signs.
- No open fires will be permitted at any time.
- Cooking is permitted in the camp area only under the following limitations:
  - Portable charcoal braziers.
  - Portable cooking units.
  - Do not burn if windy conditions exist.
  - Never leave fire unattended.
  - All live coals must be extinguished before leaving.
- The Community Services Department is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Payment of deposit, fees, etc. must be made on or before the last working day prior to your activity. Keys will be issued the last working day before use and must be returned the first working day after use.
- The restrooms and camp areas must be kept clean at all times. Put all trash in containers provided. DO NOT BURN TRASH.
- Authorized youth group overnighters must be supervised at a minimum ratio – one adult for every ten youngsters. **NOTE: Bring shovel and hose if using fire ring.**

EMERGENCY PROCEDURES:

1. In case of fire, notify the Fire Department Immediately – 911.
2. Notify the Police Department in case of injury or an emergency of any kind by calling at (626) 914-8297 or 911.
3. Persons in charge of organized groups must have an attendance roster with them at all times so that an immediate check can be made in time of an emergency.

m. **SPECIAL NOTE:** If the Community Services Department representative has not opened the facility by the requested time for the American Legion Building or Teen Center, please contact the Recreation Supervisor Annie Warner at (626) 975-6385. For the other facilities please contact Parks/Community Services Manager Jon Jainga at (626) 610-5516. The facility will not be opened prior to the specified beginning rental time period.

Initials: Renter_____ City Official _____

6. REGISTRATION

a. Registration consists of; filing of application and payment.

b. Applications shall be issued only to responsible adults, 18 years and older, who shall be in attendance at the function for which application is being made. If application is made for alcohol use, the individual must be over 21 years of age.

c. All registration will be taken on a first-come, first-serve basis.

d. Registration may be made at the Community Services Office, 116 E. Foothill Blvd., CA 91741 or the Crowther Teen & Family Center, 241 W. Dawson Ave, CA 91741.

PRE-REGISTRATION IS REQUIRED.

e. NO TELEPHONE REGISTRATION WILL BE ACCEPTED.

f. Fees may be paid by cash, Visa/Master Card, money order, or check, (made payable to the City of Glendora). The person renting the facility must pay all fees. Programs and fees are subject to change without notice. There will be a $35 charge on all returned checks; cash or money order will only be accepted thereafter.

Initials: Renter _____ City Official _____

7. FEES AND PERMITS

a. An application is required for all groups using a City facility, except for any activity sponsored by the City of Glendora.
b. All applications for use of City facilities shall be processed by the Glendora Community Services Department, subject to the availability of facilities.
c. Reservations to use City facilities are not in effect until the retainer and deposit has been submitted.
d. Certificate of Insurance or Special Event Liability Insurance **must** be turned in (30) thirty days prior to scheduled event. If certificate is not received, reservation will be subject to cancellation.
e. Dates may be reserved up to (12) twelve months in advance.
f. Balance of all fees **must** be paid (30) thirty days prior to scheduled event. If fees are not paid, reservation will be subject to cancellation.

Initials: Renter_____ City Official _____

8. CANCELLATION

Cancellation of reservations must be made within (30) thirty days of scheduled event to receive a refund, less the booking fee. If cancellation is made less than (30) thirty days of event, the applicant will forfeit the full amount of security deposit and retainer fee.

Initials: Renter_____ City Official _____

9. REFUNDS

a. The security deposit will be held until after the scheduled event. If the facility is left in a proper condition, the security deposit will be refunded in full; however, if anything in the building is left damaged or broken, the entire security deposit, or a portion thereof, will be forfeited to the City.
b. If the renter exceeds their scheduled time in the facility, we will deduct from the security deposit for staff time as well as hours for the facility. Should all security deposit funds be used, the renter will be billed for the over time. Any unpaid fees will result in the renter losing the right of future rental use of any city facility.

Initials: Renter _____ City Official _____

10. KITCHEN (Legion Building Use only)

a. All groups/persons using the kitchen facility must leave the kitchen clean and orderly after use.
b. Groups/persons using the kitchen must furnish their own dishes, silverware, cooking utensils, towels, and soap.
c. The City reserves the right to remove a caterer from future use of the facility if they do not clean the kitchen in accordance with county health codes and the standards established by the City.
d. There is a $75 flat fee for use of kitchen; **please note if kitchen fee is not paid the kitchen will be kept locked on the day of your event**.

Initials: Renter_____ City Official _____

11. **DECORATIONS**

a. No nails, tacks, candles, or other materials considered harmful or defacing to the building will be permitted. No birdseed, confetti, rice, etc., may be used in or adjacent to the city facilities or parking facility.

b. If additional equipment is desired, it can be brought in at the renter's expense during the time the applicant has rented the facility; however, all additional equipment must be removed from the premises during the allotted time the building is rented to the applicant. If the equipment is not removed during the time the facility is rented, the security deposit will be forfeited to the City.

c. Any equipment to be brought into facility, must have prior approval of the Community Services staff.

d. The City will not be held responsible for any decorations/items left behind. If decorations/items are left behind the City has the right to throw them away.

Initials: Renter_____ City Official_____

12. **STAFF (Legion Building and Teen Center Use Only)**

a. City policy requires there to be one or two Community Services staff persons.

b. Staff's primary responsibility is to maintain the security and integrity of the building.

c. Other responsibilities of the staff include: setting up/taking down tables and chairs and temperature control.

d. Staff is not responsible for: cleaning, serving, decorating, childcare, or any other duties related to rental party responsibilities.

Initials: Renter_____ City Official_____

13. **DESIGNATED RESPONSIBLE PERSON**

a. The person who fills out the application is the only one that can make decisions regarding the facility and rental party, and must be present and available before, during, and after the event. If applicant is not present, you will forfeit any rights to the security deposit.

Initials: Renter_____ City Official_____

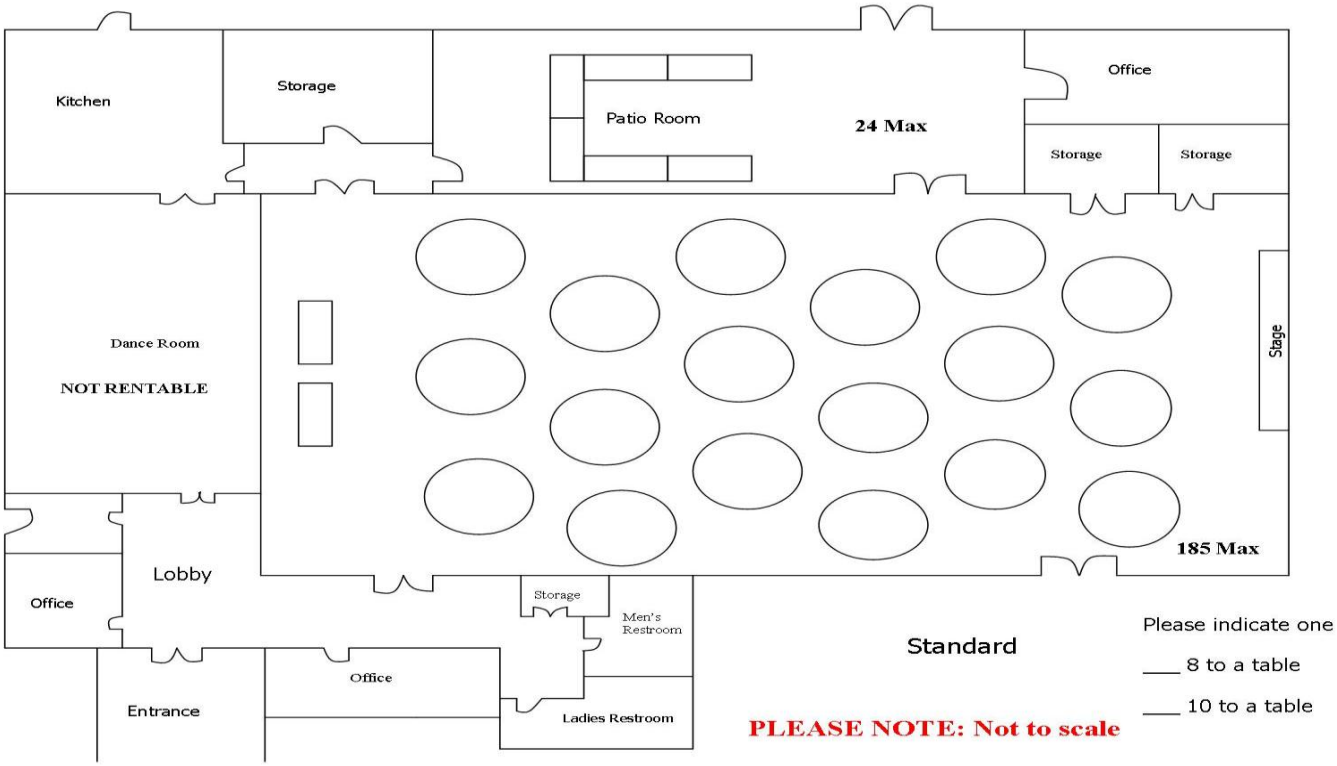
**I have fully read and understand all of the facility rules and regulations for the American Legion Building. I also understand that any rules broken by me or any other persons at the event that I am hosting, may result in event cancellation and forfeiture of all fees paid.

Signature of Applicant _____ **Date** _____

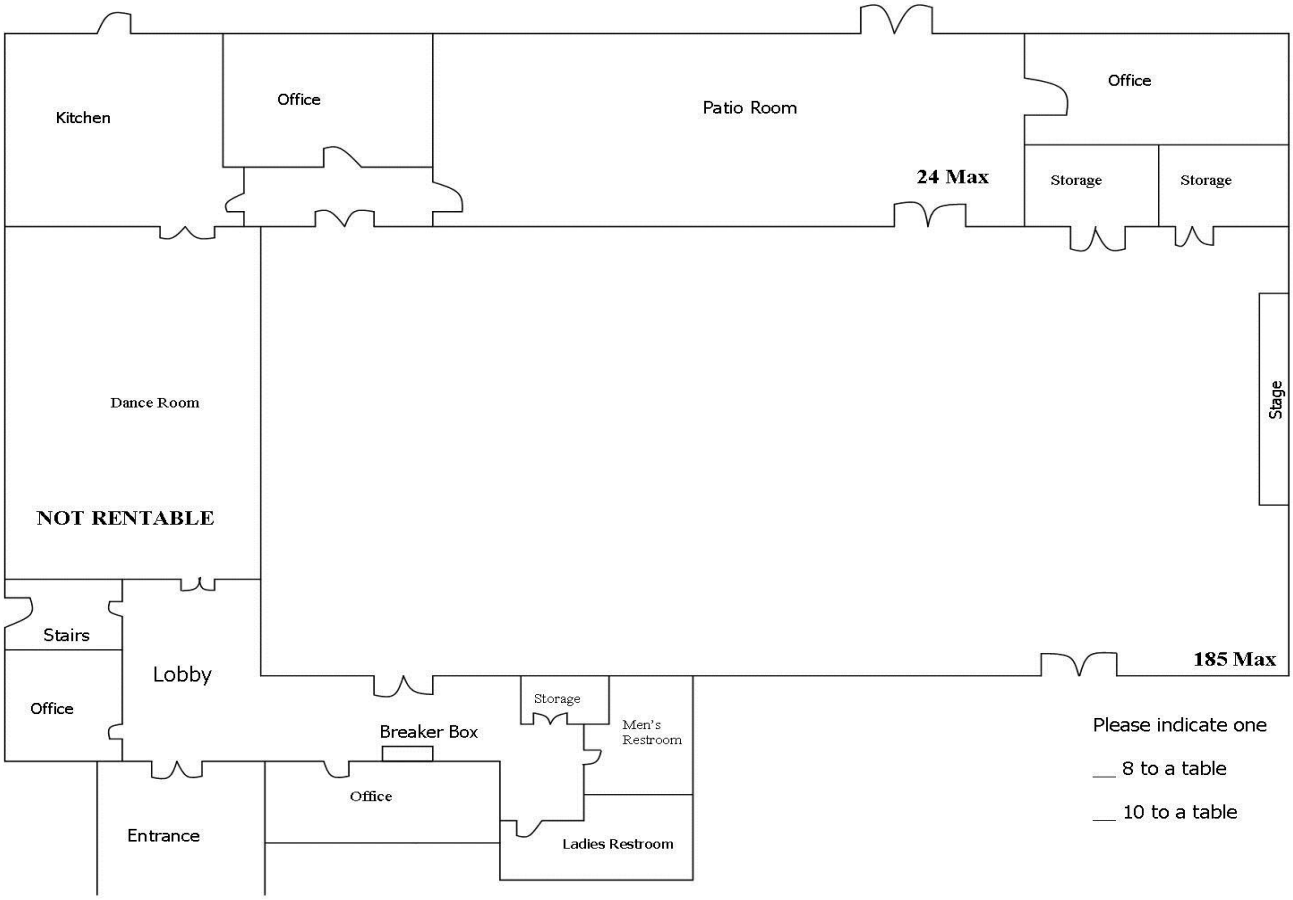
Signature and Verification of City Official _____ **Date** _____

Layout Selection – American Legion Building

☐ **Standard**

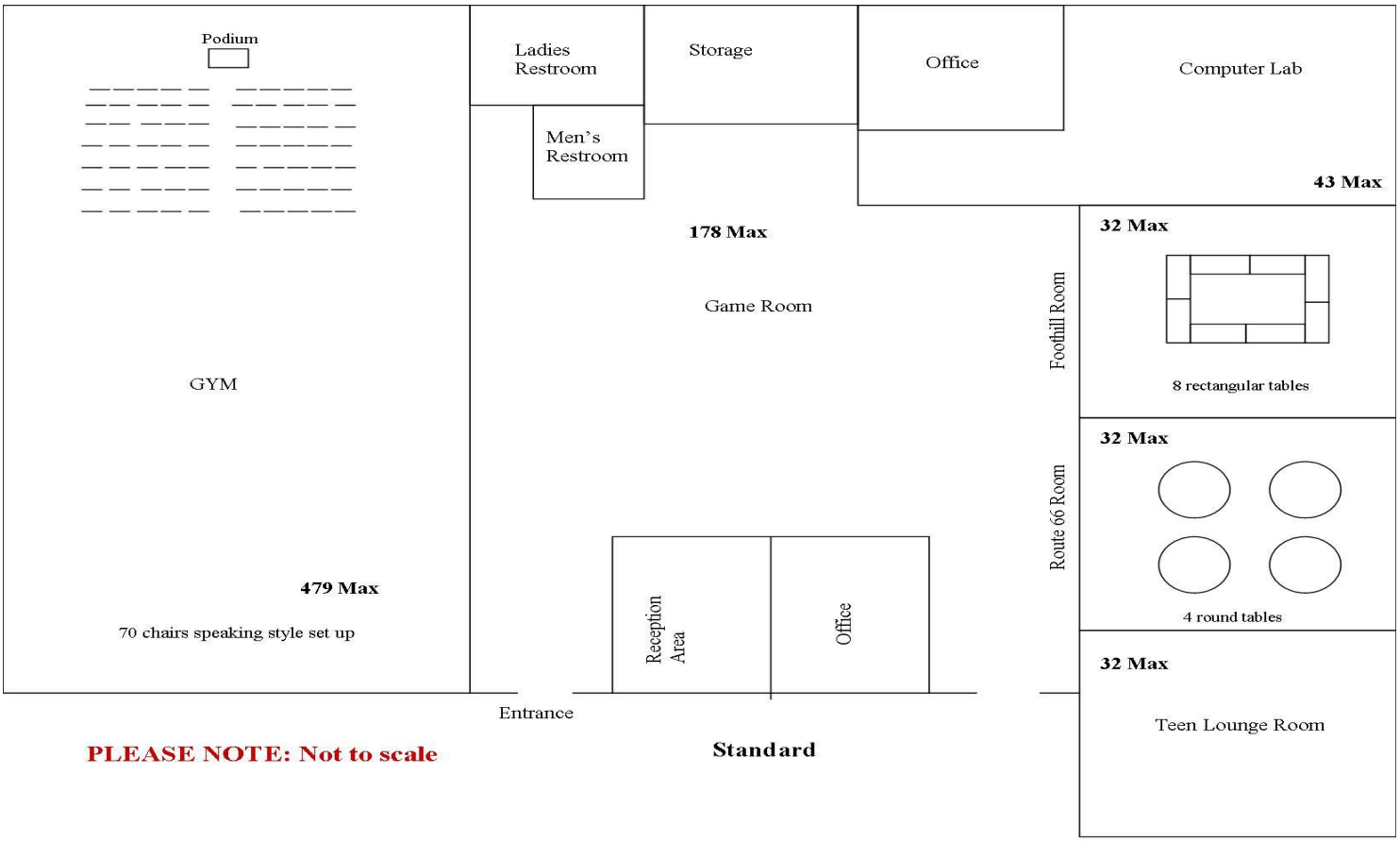


☐ **Custom**



Teen Center Layout

☐ **Standard**


Podium
Ladies Restroom
Storage
Office
Computer Lab
Men's Restroom
43 Max
178 Max
32 Max
Game Room
Foothill Room
8 rectangular tables
GYM
32 Max
Route 66 Room
4 round tables
479 Max
70 chairs speaking style set up
Reception Area
Office
32 Max
Entrance
Teen Lounge Room
PLEASE NOTE: Not to scale
Standard

☐ **Custom**

Ladies Restroom
Storage
Office
Computer Lab
Men's Restroom
43 Max
178 Max
32 Max
GYM
Game Room
Foothill Room
32 Max
Route 66 Room
Reception Area
Office
479 Max
32 Max
Entrance
Teen Lounge Room
Custom
PLEASE NOTE: Not to scale