

**FACILITY USE POLICIES
CITY OF TUSTIN
PARKS AND RECREATION DEPARTMENT**

APPLICATION PROCESS

1. In order to serve you better, all applications for facility use must be made in writing on forms provided by Parks and Recreation Department. While department staff is happy to provide information on the buildings over the phone, we cannot take reservations over the phone. Application must be completed in person.
2. So that approval of your application can be expedited, please ensure that it is fully completed and signed by an authorized person and deposits are submitted.
3. Applications will be considered confirmed and final only when they have been signed by Parks and Recreation Department staff and all deposits are paid.
4. Please notify Parks and Recreation Department as soon as possible of any changes in your building use. Changes will only be allowed until ten (10) working days prior to the date of building use. In the case of cancellation, the City will retain one hundred percent (100%) of the deposit for all reservations canceled less than thirty (30) days prior to the date of your event. Cancellation must be in writing by the person who submitted the application.
5. The person signing the application must be at least 18 years of age, however, if alcoholic beverages are served, the application must be signed by an individual at least 21 years of age. Identification may be required to confirm the age of the applicant. The person signing the application must be present at the event.
6. A chaperone may be required for every fifteen (15) youth under age 18 at a dance/social function. Chaperones must be at least 21 years of age. A list of chaperons may be requested in advance of the event.
7. Please be as accurate as possible when you estimate attendance for your event. The number of people allowed into the building will be limited to the number indicated on your application. City staff may deny access to the building if the number of people exceeds what was indicated on your application.

RESTRICTIONS ON USE

1. Senior Center Bond Act grant requirements do not allow use of the Senior Center for the purpose of sectarian instruction or religious worship.
2. Programs of a politically related purpose, such as candidate nights sponsored by neutral civic organizations at which candidates are given an opportunity to be seen and heard are allowed. Use of City buildings for partisan or non-partisan political purposes, which promote selected candidates or issues is not allowed.

3. In consideration of businesses neighboring City buildings, the Tustin Police Department will continually monitor noise from your event. Should your activity become disruptive to the neighborhood, you will be asked to turn down the volume on P.A. systems or otherwise control the noise. As you plan your activity, please keep in mind that noise becomes a special concern after 10:00 pm.
4. Smoking is not allowed in any City of Tustin buildings. Use of fog/hazer machines is strictly prohibited; violation will result in penalty deducted from the building user's deposit.
5. Children must be monitored at all times. The applicant is responsible for any and all damages that occur during their event.

SCHEDULES

Application Process Due Dates

1. To allow for timely notification of building staff assisting you with your event, applications must be submitted at least thirty (30) days prior to the date desired.
2. Deposits are due with submission of your application. Please make full payment of fees and provide set up plans thirty (30) days prior to your building use; fees are to be paid in full in cash or money order if submission of your application is less than thirty (30) days.

Building Use Scheduling

1. Please be prompt with your arrival to the building. Building staff will be on hand to admit you to the building at the time you specify on your application. Be as accurate as you can with the times you indicate on your application. You will be allowed to occupy the building only during the times listed on the application and only while building staff is present.

Remember: Notify Parks and Recreation Department as soon as possible of any schedule changes. Changes will only be allowed up to ten (10) working days prior to the date of building use.

2. As you plan the time for your event, be sure to take the following into account:

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| a. Set up/Decoration | c. Program |
| b. Deliveries* | d. Clean up |

*Plan to be present to sign for deliveries. Deliveries and pick-up can only be made during the time for which your building use is approved. Overnight storage of equipment or supplies is not allowed.

3. So that your activity will begin on time, building staff will make every effort to have your room set up and ready for you upon arrival.
4. The buildings are generally available for rentals during the following hours:

- Friday from 5:00 pm to 1:00 am
- Saturday from 8:00 am to 1:00 am

Youth parties and events must be cleaned up and out of the building by 11:00 pm.

5. The minimum rental time is four (4) hours, maximum is nine (9) hours for the total rental.
6. City buildings may be closed for holidays; a schedule is available from Parks and Recreation Department.
7. Set up time for any event is limited to two (2) hours prior to when your activity is scheduled to begin. Exceptions may be made for wedding receptions or other activities where event organizers need to attend a ceremony or related activity immediately before their event.
8. The consumption of alcoholic beverages is prohibited during set up time.
9. Please limit your set up party to ten (10) people.

ADVANCED RESERVATIONS

1. To provide priority reservations to Tustin residents, reservations are accepted up to one year in advance. Reservations for non-residents will be accepted nine months in advance. Proof of residency is required. A current valid driver's license or current utility bill is acceptable as proof of residency.
2. To make the building available to the largest number of user groups as possible and to allow for scheduling flexibility, applications for continuous activities are limited to four meetings. Subsequent applications will not be considered for approval until all dates have been used on a current application. Reservations do not imply proprietary rights or benefits for any group, organization, or individual.
3. Continuously scheduled non-resident activities may be pre-empted by City of Tustin sponsored or co-sponsored activities and resident groups. While this situation rarely occurs, this policy is in place to provide priority for one-time special City and resident activities. Before an activity is pre-empted, the pre-empting group must pay all fees and deposits prior to notification of the pre-empted group. In the event the pre-empting group cancels their activity, all fees and deposits paid are non-refundable.

EQUIPMENT/FURNITURE

1. To keep the building in top condition for your use, equipment and furniture may not be removed from the building. Only those items located within the building will be available for your use. Should you need additional equipment to conduct your event, you should arrange for such at your expense. The mixing of outside tables and chairs with those from City buildings is not allowed. Should a renter wish to bring in tables and/or chairs from the outside, the City will provide none.
2. The Superintendent must approve equipment brought in from the outside and set up of same at least ten (10) working days before your event and must be delivered and picked up during the time approved for the activity. Your assistance may be required to set up equipment brought in

- from the outside.
3. To make your use of City buildings more convenient, building staff will set up all City furniture and equipment according to set up plans you provide. If no set up plan is submitted, building staff will set up the building according to standard set up configurations for the type and size indicated on the application.
 4. After set up is complete, building staff will make any necessary changes. Your assistance may be required to ensure that changes are ready before your activity begins.
 5. Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by renters must be removed by the renter before leaving the building.
 6. Pianos are not available for public use.
 7. Use of fog/hazer machines is strictly prohibited; violation will result in penalty deducted from the building user's deposit.

DECORATIONS

In order to provide a safe, attractive building, the following regulations are necessary:

1. Decorations must be flame retardant.
2. Open flame decorations such as candles or lanterns are not allowed.
3. Please do not fasten decorations to light fixtures, window coverings, windowpanes or fire sprinklers. Only masking tape may be used to affix decorations. Please do not use tacks, nails, staples, scotch tape, or other fastening methods.
4. Existing decorations must remain in place (such as pictures, plaques, etc.).
5. Please remove all decorations you bring in before leaving the building.
6. Birdseed, confetti, hay, glitter, popcorn, rice, and straw are not permitted. Such materials are very difficult to clean up and can create unsafe conditions.

DEPOSITS AND FEES

1. Your application will not be approved without the required deposit along with your fully completed and signed application. Proof of residency must be provided to be eligible for resident rates.
2. If a cancellation is made a minimum of 30 calendar days prior to the event, a \$25.00 fee will be assessed.
3. The City will retain all or portions of your deposit under the following conditions:
 - a. For repair of damages to the building while premises are under the responsibility of the renter.
 - b. Cost of City personnel to perform clean up tasks for which the renter is responsible.
 - c. Cost of City personnel should renter's event run past the stated ending time or should additional police or maintenance personnel be necessary.

- d. One hundred (100%) percent of your deposit will be retained for cancellation less than thirty (30) days prior to your event.
4. Please refer to the current fee schedule for deposit and fee amounts. Cash or money orders are required for payments made less than thirty (30) days prior to your event.

BUILDING CLEAN UP

1. In order to qualify for a full refund of your deposit, the following tasks must be completed:
 - a. Deposit all bottles, cans, cups, paper products, and other refuse in proper receptacles and put in trash bin outside.
 - b. Wipe up sinks and table tops.
 - c. Clean kitchen, e.g. wipe up spills, clean range tops, remove food from storage, etc.Generally, building users are asked to return the building to the condition in which it was found. The building staff will provide guidance and assistance to the building user.
2. The consumption of alcoholic beverages during clean up is prohibited.

ALCOHOLIC BEVERAGE APPLICATIONS

1. Because activities at which alcoholic beverages are served have a greater impact on the building than activities without alcoholic beverages, a special application is necessary. This application, which can be obtained at Parks and Recreation Department, is submitted with the Facility Use Application.
2. To protect those attending and the Center, security will be required at activities where alcoholic beverages are served and may be required even when alcohol is not served. These services will be provided at the expense of the building user.
3. In order to ensure that your event is safe and secure for you and your guests, please adhere to the following rules:
 - Serve alcoholic beverages only to persons 21 years of age and older.
 - Please see that anyone under 21 is accompanied by a parent, adult relative, or legal guardian.
 - Beer must be served in plastic cans or plastic cups. No glass bottles permitted outside the bar. Bottles must be opened in the kitchen or behind the bar. All unopened bottles must be stored inside the bar.
 - Bartenders and serving attendants must be 21 years or older and are not allowed to drink alcoholic beverages or be under the influence of alcohol while serving alcohol.
4. Depending on the nature of the event, Parks and Recreation Department may require deposits in excess of those outlined in the fee schedule.
5. Alcoholic beverage applications will be considered only in the Auditorium and Multipurpose Room at the Clifton C. Miller Community Center and at the Tustin Area Senior Center.

6. In order to ensure that your event is safe, secure, and enjoyable, the Tustin Police Department requires that renters observe the following:
 - A designated server is required.
 - Alcoholic beverages may be served and consumed only during the hours of event indicated on your application. No alcoholic beverages are allowed during set up or clean up time.
 - No "bring your own bottle" parties.
 - Plan your event carefully. Once your event begins, you will not be allowed to bring additional alcoholic beverage supplies from outside the building.
 - Service of alcoholic beverages must end one half hour prior to the end of the event.
7. Applications to serve alcoholic beverages at City buildings will not be considered for approval for any activity with a youth emphasis (e.g.: Quinceañeras, birthday parties for minors, student activities).
8. The consumption of alcoholic beverages is limited to the room rented. Alcoholic beverage consumption is not allowed in parking lots, grounds, lobbies, restrooms, or kitchens.
9. Events will be limited to six (6) hours.

SALE OF ALCOHOL

Since the sale of alcoholic beverages is regulated by the State of California Alcoholic Beverage Control (ABC), all activities at City buildings at which alcoholic beverages are sold must receive an ABC license. This can be obtained at: Alcoholic Beverage Control, 2 MacArthur Place, Suite. 200, Santa Ana, CA 92707, (657) 205-3533 or at santaana@abc.ca.org.

1. To ensure that events at which alcoholic beverages will be sold have proper ABC authorization, this permit must be in possession of the applicant, along with the facility use contract/permit issued by the City, during the entire event.
2. A copy of the ABC permit must be submitted to Parks and Recreation Department fourteen (14) days prior to the event.

BUILDING USER PRIORITIES

In order to determine fees to be charged as well as to determine building scheduling priority, the following definitions and specifications are provided:

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| Group #1 | Parks and Recreation Department sponsored or initiated youth activities. |
| Group #2 | Parks and Recreation Department sponsored or initiated adult activities. |
| Group #3 | Youth sponsored activities coordinated by inter-governmental agencies and (Local School District) Community Service (i.e. Chamber of Commerce) sponsored programs. |
| Group #4 | Adult sponsored activities coordinated by inter-governmental agencies (Local School District) and community service (i.e. Chamber of Commerce) sponsored programs. |

- Group #5 Youth recreational activities, open to the public, initiated or sponsored by local non-profit organizations whose membership consists of at least 50% Tustin residents.
- Group #6 Adult recreational activities, accessible to the public, initiated or sponsored by local non-profit organizations whose membership consists of at least 50% Tustin residents.
- Group #7 Resident youth recreation activities, registration is not open to the general public.
- Group #8 Resident adult recreation activities not open to the general public.
- Group #9 Non-resident recreational activities initiated or sponsored by non-profit organizations.
- Group #10 Non-resident recreational activities not open to the general public.
- Group #11 Commercial, business, and those activities and organizations that are profit making. Individuals or organizations which cannot provide proof of non-profit standing, which are organizing events at which fees are charged or donations are solicited, requires City Manager approval.

TERMS & CONDITIONS

1. Inter-agency and community service organizations must submit all applicable deposits when an application is submitted. These deposits are refundable if the building is left in an acceptable condition. Applications will not be accepted without deposits.
2. Inter-agency and community service organizations will be charged for direct costs necessary to accommodate their events according to the published schedule of fees.
3. No inter-governmental agency or community service group may qualify for facility use procedures under group 3 or 4 if alcohol is being served. Alcohol related events would qualify under groups 5, 6, or 11.
4. Those events seeking qualification under groups 3 & 4 would be subject to insurance requirements.

SECURITY

1. To protect the greater Tustin community as well as the visitors and property of the City of Tustin, the use of the building will not be granted to any organization which is deemed detrimental to the public welfare by the Tustin Police Department. Use agreements will only be continued with organizations or persons who demonstrate civility and respect.
2. To provide for the safety of your guests as well as the security of the property, the City may require the presence of pre-approved private security. Tustin Parks and Recreation Department staff will provide a list of pre-approved private security companies. It is the building user's responsibility to select, coordinate, and pay the preferred security company. Building user must provide proof of payment of security protection services a minimum of thirty (30) days before the event.
3. Private security must arrive at the building a minimum of one-half hour prior to the event starting

- time and will leave one-half hour after the event is scheduled to end.
4. In some cases, Tustin police officers may be required in place of private security. These officers will be under the direction and control of the Tustin Police Department. The expense for the police officers will be paid by the building user.
 5. If a private security company or Tustin police officers are required, the number required will be based on several factors including the number of people attending, whether alcohol is being served, and the nature of the function.
 6. Should the use of Tustin police officers be deemed necessary in place of private security, the Tustin Parks and Recreation Department staff will base the fee for the police officers on the criteria above in #5. Final determination on the assignment of police officers is at the discretion of the Tustin Police Department. Should additional police officers be necessary at the event, the expense for such will be deducted from the building user's deposit at the responding officer's rate of pay.

INSURANCE REQUIREMENTS

The City of Tustin requires a Certificate of Liability Insurance in the amount of one (1) million dollars naming the City of Tustin as Additional Insured.

The "Certificate Holder" must precisely read:

"The City of Tustin, Its Elective & Appointive Boards, Officers,
Agents and Employees, 300 Centennial Way, Tustin, CA 92780"

The City of Tustin also requires the following three (3) endorsements and each must reference the policy number:

- Additional Insured Endorsement
- 30-Day Cancellation Endorsement
- Primary and Non-Contributory Endorsement