



SHADOW OAK COMMUNITY CENTER

FACILITY USE APPLICATION

GENERAL POLICIES & PROCEDURES

1. Non-alcohol related rental applications will not be accepted less than 15 days prior to the request date. Alcohol related rental applications will not be accepted less than 30 days prior to the request date. **Reservation request submitted under 15 days are not guaranteed.**
2. Completed application is required to process contract for facility use request.
3. Final payment for all rentals must be received 15 days prior to rental date.
4. A \$305 refundable security deposit is due upon signing of contract and **CANNOT** be applied toward rental fees.
5. All cancellations must be made at least 15 days in advance in order to receive full refund.
6. The kitchen is available for catering use. Available for storing cold items in the refrigerator and access to freezer.
7. All rentals must be cleared out of the facility no later than 12 a.m. This includes all personal belongings and 3rd party vendor items such as (tables, chairs, linen, etc.).
8. Security deposit will be held if rental goes past agreed time.
9. Security deposit will be held for any misuse/ damage of facility.
10. Parties are responsible for all decorations including table linen, centerpieces, etc. No tape, staples, pins to be used on the walls.
11. A 3% administrative fee is added to all transactions regardless the form of payment.
12. Patio is available during daylight ONLY.
13. Projector screen available upon request. No additional electronic equipment available.
14. Event lay out due one week prior to rental date.
15. All set up/clean up time must be included in the reservation request time. Access to the building is only granted at the requested start time.
16. All cancellation requests must be submitted in writing and will incur a minimum cancellation fee of \$75.00, or more for requests submitted under 15 days.

Parties with alcohol - Police must be present through the end of the rental and will not leave until entire party has cleared the facility. Additional charges may apply should party not comply.

Last call for parties with alcohol is 10:45 p.m. (or 1 hour and 15 minutes to end of rental time).

No alcohol to be served after 11 p.m. (or 1 hour prior to end of rental time).

Last song for all parties at 11:15 p.m. (or 45 minutes prior to end of rental time).

SET-UP

Set-up time must be added to the time of your rental.

Depending on availability, the facility may be accessible for set-up at no additional charge subject to supervisor approval. Party will be advised the week prior to the event day of room availability and set-up dates and times. Subject to change.

Parties that stay past their complementary set-up time will be charged the hourly rate and must be paid prior to start of rental.

There are NO EXCEPTIONS to the policies and procedures before, during or after rental.

MAIN HALL RENTALS INCLUDE:

- ✓ Tables
- ✓ Chairs
- ✓ Patio
- ✓ 2 staff to oversee facility (not waiters)
- ✓ Insurance for parties without alcohol
- ✓ Cleaning
- ✓ Set-up/teardown of tables and chairs

APPLICATION INFORMATION

Applicant Name: _____ **Email:** _____

Address: _____ **City/State/Zip:** _____

Home Phone: _____ **Cell Phone:** _____

Organization/Company Name (if applicable): _____

Address: _____ **City/State/Zip:** _____

CLASSIFICATION OF USE

Status determined by applicant's address for private, and organization's address for non-profit and commercial use.

- Government** includes events that are sponsored by government agencies such as a branch of the military, county or state agency, fire department, etc.
- Non-Profit** includes events sponsored by organizations with current 501(c) status. A copy of the letter granting the organization's non-profit status from the IRS or Secretary of State's office is required. *Please provide non-profit number:* _____
- Individuals or other Groups** includes individuals and private group events such as wedding receptions, birthday parties, social events, etc.

Commercial includes events that have an admission fee or include the sale of goods or services. *(The exchange of money is not permitted on West Covina property without prior approval of the facility Coordinator.)*

RENTAL/EVENT INFORMATION

Please include all setup and cleanup time.

Reservation Date: _____ Start Time: _____ Ending Time: _____
(Include setup & cleanup)

No. Attending: _____ Name of Event: _____

Please check which facility/area you are requesting:

Main Hall (Capacity-220)

- Hourly Rate for
minimum of 5 hour
use \$257.50/HR

ALCOHOL FEES:

Main Hall

- Alcohol Permit \$221.45
- Police Rate (minimum 5 hours)
\$133.90/HR

CHANGES TO HOURS/ROOMS/ SET-UP

Change requests for time, rooms, and set-up requests after confirmation are subject to a \$15 change fee (per occurrence). Change request must be submitted in writing to Shadow Oak Community Center Staff. If approved, payment is due immediately.

CANCELLATION POLICY

If the facility will not be used after a reservation has been made, a written cancellation notice must be made to the Shadow Oak Community Center by the event holder. E-mail requests can be sent to jgonzales@westcovina.org. All requests made on the event date will be subject to a \$75 cancellation fee & forfeiture of the security deposit fee of \$305.

RENTAL AGREEMENT

My signature certifies that I have read the policies and procedures as set forth by the City of West Covina Public Services Department governing the use of the facility and any equipment described above, that I will take full responsibility for ensuring that the use of this facility and areas by the event I represent is in full adherence and compliance with these rules and regulations. I further understand that as the applicant, I assume full responsibility for any penalty fees assessed by the City of West Covina for any violations of these rules. I am also fully aware of the cancellation/refund policy and am aware that failure to properly clean the facility or any damage to the facility after my event may result in forfeiture of portions and/or all my security damage deposit.

Signature of Applicant: _____ **Date:** _____

CLEANING REQUIREMENTS ACKNOWLEDGEMENT

I have read and understand the cleaning requirements of the City of West Covina Public Services Department. I further understand that even if I delegate these responsibilities to other members of service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility into its original rental conditions. All set-up (decoration, food, caterer, etc.) and clean-up must be included within the hours contracted with the City of West Covina. Any deviations must be cleared with the Facility Staff and will result in additional charges. Be sure that all decorations, food, and personal equipment brought into the facility must be removed after the event. Storage is not allowed before or after the event. There will be West Covina Staff on duty at the facility during all operating hours. He/she will check on groups periodically.

Signature of Applicant: _____ **Date:** _____