

## TEEN CENTER RESERVATION FORM

### Please Read Reservation Policy Guidelines Carefully

1. I/we will accept responsibility for any damage sustained by the Recreation and Parks Department to premises, furniture or equipment, by our organization.
2. **No alcoholic beverages allowed on City property.**
3. Groups or organizations are responsible for cleaning-up the premises or a cleaning fee may be applied.
4. The person making the reservation must also attend the event.

DATE AND DAY OF WEEK REQUESTED: \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ AM/PM MEETING TIME: \_\_\_\_\_ AM/PM

CLEAN UP TIME: \_\_\_\_\_ AM/PM

EQUIPMENT REQUESTED:

\_\_\_\_ TABLES  
\_\_\_\_ CHAIRS  
\_\_\_\_ OTHER: \_\_\_\_\_

DRAW SET-UP DIAGRAM REQUESTED IN BOX BELOW



ROOMS REQUESTED:

\_\_\_\_ WEIGHT ROOM  
\_\_\_\_ MAIN ROOM  
\_\_\_\_ STORAGE ROOM

NAME OF REQUESTING ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PERSON MAKING REQUEST MUST ATTEND

ADDRESS: \_\_\_\_\_

PHONE # (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_

TYPE OF EVENT/MEETING: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ EVENT OPEN TO PUBLIC? YES \_\_\_\_\_ NO \_\_\_\_\_

ADMISSION, DONATION OR OTHER FEE CHARGED. FEE IS \$ \_\_\_\_\_ PROCEEDS ARE UTILIZED FOR: \_\_\_\_\_

I HAVE READ THE RESERVATION POLICY GUIDELINES LISTED ABOVE AND AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

**\*\*\* THIS IS A REQUEST ONLY AND RESERVATION IS NOT CONFIRMED UNTIL APPROVED BY RECREATION SUPERVISOR. \*\*\***

FOR DEPARTMENT USE ONLY: TO BE COMPLETED BY STAFF RECEIVING RESERVATION REQUEST

PERSON RECEIVING RESERVATION: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_

PERSON SCHEDULED TO WORK: \_\_\_\_\_

IF AT NIGHT, STAFF WORKS UNTIL: \_\_\_\_\_ P.M. RECORDED ON LOG: YES \_\_\_\_\_ NO \_\_\_\_\_

SUPERVISOR APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

\$200 SECURITY DEPOSIT: Received? Y/N Check # \_\_\_\_\_ Returned By: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Reservation Fees Hourly Fee \$ \_\_\_\_\_ x \_\_\_\_\_ Hrs. = \$ \_\_\_\_\_

Staff Fee \$ 25 x \_\_\_\_\_ Hrs. = \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

**El Segundo Teen Center**  
**405 E. Grand Avenue**  
**(310) 524-2717      FAX (310) 647-4223**

**TEEN CENTER RULES**

1. Children 12 and under may not use the pool equipment, Playstation 2, XBOX 360 or the computers.

2. Movies will be available.

3. Ping pong equipment will be available.

4. Television use is permitted.

5. El Segundo Resident:

There is a \$25/hr. charge PER EACH STAFF (2 Hour Minimum).

6. Non Resident

There is a \$25/hr. charge PER EACH STAFF + City of El Segundo Community Center Rental fees established per number of event attendees.

10 or less guests = 1 staff member

11 to 39 guests = 2 staff members

40 to 60 = 3 staff members

60 + = TBD number of staff

7. Alcoholic beverages are not permitted on City property.

8. Sports equipment will be made available.

9. Food and drinks cannot be consumed anywhere besides a table or countertop, and away from all electronics, and games.

10. Group is to be out of the Teen Center at the designated "Clean up time" on previous sheet.

**I \_\_\_\_\_ have read and understand the previous rules, and I agree to follow these rules. Failure to follow the rules will result in the forfeiture of my security deposit, and any other expenses that may come from my reservation of the facility.**