#### EL SEGUNDO RECREATION AND PARKS DEPARTMENT

401 Sheldon Street

(310) 524-2700 FAX (310) 647-4223

# \*\*LIBRARY PARK\*\*

#### RESERVATION REQUEST FORM

## PLEASE READ AND INITIAL ALL RULES & **REGULATIONS ON THE BACK OF THIS PAGE**

FROM TO
·
NTATIVE INFORMATION
DAY OF WEEK:
NUMBER OF PEOPLE ATTENDING:
RECREATION ID CARD #:
CELL PHONE:
ules and regulations set forth on the back of this form.  s and regulations will result in loss of my Security Deposit.'
Date
DATE/TIME:
SUPERVISOR APPROVAL:
TIME:
ed By (Staff Initial) Returned To Initial

### PLEASE READ CAREFULLY & INITIAL ALL RULES & REGULATIONS:

1.	ALCOHOL IS NOT ALLOWED IN ANY CITY FACILITY OR PARK AT ANY TIME!
2.	A \$200 Refundable Security Deposit is REQUIRED for all reservations, made payable to: <i>City of El Segundo</i> , by personal check ONLY. Security Deposit MUST be received at time of reservation request. Deposit checks will be available for pick-up five (5) business days after your event. All checks not picked-up after ten (10) business days will be destroyed.
3.	Food and Beverages are NOT allowed in Library Park. This will be monitored and strictly enforced.
4.	You MUST clean your area, removing anything you brought into the Park. You will be held responsible for any damage to the Park grounds or facility.
5.	You MUST have a current Recreation ID Card.
6.	You MUST be present at the event from beginning to end, as you accept responsibility for this reservation.
7.	Reservations can be made for a MAXIMUM of 50 people. No Exceptions! This will be monitored and strictly enforced.
8.	Residents may NOT reserve for Business Sponsored events. Violations may result in loss of Security Deposit and all reservation privileges.
9.	The City of El Segundo reserves the right to cancel a reservation at any time and violation of any above rule or regulation may result in loss of Security Deposit.
10.	NO vehicles may be driven in the Park at any time! You may unload items in the parking lot or on adjacent streets.
11.	Electricity is NOT available in the Park. You may NOT run extension cords into the Gazebo unless you receive prior permission from ESRP Staff. Generators are allowed for groups that need power.
12.	Amplified sound (including Bands) is NOT allowed in the Park. If you wish to use amplified sound for announcements, radios, etcyou MUST obtain a SOUND PERMIT from Planning & Building Safety at City Hall.