

**EL SEGUNDO RECREATION AND PARKS DEPARTMENT**

401 Sheldon Street

Phone: (310) 524-2700 Fax: (310) 662-4002

www.ESREC.org

**\*\*\*LIBRARY PARK \*\*\*  
RESERVATION REQUEST FORM**

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

El Segundo Individual / Non-Profit

Non-Resident

**TIME DESIRED**

MUST INCLUDE SET UP AND CLEAN UP

**FROM TO**

**LIBRARY PARK**

\_\_\_\_\_

**REPRESENTATIVE INFORMATION**

DATE OF EVENT: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

NAME: \_\_\_\_\_ RECREATION ID CARD #: \_\_\_\_\_

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

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

*“By signing this form I agree to abide by ALL rules and regulations set forth on the back of this form.  
Furthermore, I understand that violations of said rules and regulations will result in loss of my Security Deposit.”*

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

**FOR DEPARTMENT USE ONLY**

**Employee Taking Reservation:**

Staff: \_\_\_\_\_

Date & Time: \_\_\_\_\_

**Cancellation:**  
\$50 Cancellation Fee applies?  YES  NO

\$10 Administrative Fee applies?  YES  NO

Staff/Date/Time: \_\_\_\_\_

**Supervisor Approval:**

Approved  Denied  By: \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

**Total Amount Due = \$ \_\_\_\_\_**

**\$200 Security Deposit:**

Credit Card Type:  VISA  MC  AMEX

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Staff/date: \_\_\_\_\_

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

1. \_\_\_\_ Alcohol is not allowed in any city facility or park at any time. (E.S.M.C. 10-1-4)
2. \_\_\_\_ A \$200 refundable security deposit is required for all reservations, made payable by credit card number only. Security deposit must be received at time of reservation request. A Cancellation Fee of \$50 will be charged if cancelled 7 days or less before the scheduled event. A \$10 Administration Fee will be charged for a cancellation otherwise if payments have already been processed. There is no fee for changing a reservation date.
3. \_\_\_\_ Food and Beverage 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 to qualify for the resident rate.
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 future reservation privileges.
9. \_\_\_\_ NO vehicles may be driven in the Park at any time. You may unload items in the parking lot or on adjacent streets.
10. \_\_\_\_ Electricity is not available in the Park. You may not run extension cords into the Gazebo unless received prior permission from ESRP Staff. Generators are allowed for groups that need power.
11. \_\_\_\_ Amplified sound (including Bands) is not allowed in the Park. If you wish to use amplified sound for announcements, radios, etc...you must obtain a sound permit from Planning & Building Safety at City Hall.
12. \_\_\_\_ 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. All charges will be processed via the credit card provided at the time of the reservation.