

# EL SEGUNDO RECREATION AND PARKS DEPARTMENT

## \*FACILITY REQUEST FORM\*

\* THIS IS A REQUEST ONLY & RESERVATION IS NOT CONFIRMED UNTIL APPROVED BY A SUPERVISOR \*

- EL SEGUNDO NON-PROFIT / INDIVIDUAL     
  EL SEGUNDO FOR PROFIT     
  NON-RESIDENT GROUPS

<b style="text-align: center;">Clubhouse</b> 300 E. Pine Ave. • 310-524-2362	<b style="text-align: center;">Teen Center</b> 405 E. Grand Ave. • 310-524-2718	<b style="text-align: center;">Joslyn Center</b> 339 Sheldon St. • 310-524-2705
<input type="checkbox"/> Auditorium <input type="checkbox"/> Drop-In Room (downstairs) <input type="checkbox"/> Tri-Room <input type="checkbox"/> Kitchen	<input type="checkbox"/> Main Hall	<input type="checkbox"/> Social Hall <input type="checkbox"/> Craft Room <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Library
<b style="text-align: center;">Urho Saari Swim Stadium</b> 219 W. Mariposa Ave. • 310-524-2738	<b style="text-align: center;">Outdoor Pools</b> (summer only)	<b style="text-align: center;">Camp Eucalyptus</b> 641 California Street
<input type="checkbox"/> The Plunge	<input type="checkbox"/> Hilltop Park Pool (Maryland & Grand) <input type="checkbox"/> Acacia Park Pool (600 block of W. Acacia)	<input type="checkbox"/> Main Hall

### REPRESENTATIVE INFORMATION

**DATE OF EVENT:** \_\_\_\_\_ **DAY OF WEEK:** \_\_\_\_\_  
**HOURS REQUESTED (set-up & clean-up time included):** \_\_\_\_\_ **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_ **AM/PM**  
**TYPE OF EVENT:** \_\_\_\_\_ **# OF PEOPLE ATTENDING:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **RECREATION ID CARD #:** \_\_\_\_\_  
**COMPANY/BUSINESS NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CELL PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

*"I, the undersigned, on behalf of the above mentioned organization, do hereby agree that I/we will abide by the rules & regulations on the back of this form, as set forth by the El Segundo City Council, and will specifically accept responsibility for any damages sustained by the Recreation & Parks Department, to premises, furniture, equipment, or the grounds, caused by the occupancy and use of said premises by our group."*

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

\_\_\_\_\_  
Date

**\*Please read and initial all Rules & Regulations on the next page\***

#### FOR DEPARTMENT USE ONLY

Employee Taking Reservation:

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

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

Cancellation:

\$50 Cancellation Fee?       YES     NO

\$10 Administrative Fee?     YES     NO

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

Supervisor Approval:

Approved     Denied     By \_\_\_\_\_

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

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

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

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

\$200 Security Deposit:

Name on Credit Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Credit Card:     VISA     MC     AMEX

Expiration Date: \_\_\_\_\_      Staff/date: \_\_\_\_\_

## **Please read carefully and initial all Rules & Regulations**

1. \_\_\_\_ You are responsible for enforcing the rules and regulations regarding conduct of your group while in permitted areas.
2. \_\_\_\_ You are required to clean any area that you are using and remove any items you bring into the facility or surrounding areas at the conclusion of your reservation. Please ask staff to check your area at the completion of your event.
3. \_\_\_\_ Alcohol is not allowed in any City facility or park at any time. (E.S.M.C. 10-1-4)
4. \_\_\_\_ Use begins and ends at times stated on the permit, including set-up and clean-up.
5. \_\_\_\_ 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 if a payment has already been processed. There is no fee for changing a reservation date.
6. \_\_\_\_ Payment for your reservation is due a minimum of 10 days prior to the date of your reservation.
7. \_\_\_\_ Groups using a caterer or DJ must contact the Recreation & Parks Department for insurance rules and regulations.
8. \_\_\_\_ You must have a current Adult Recreation ID Card to reserve a facility at the El Segundo Resident fee rate.
9. \_\_\_\_ You must be present at the event from beginning to end, as you accept responsibility for this reservation.
10. \_\_\_\_ Residents may not reserve for business sponsored events. Violations may result in loss of Security Deposit and all reservation privileges.
11. \_\_\_\_ Parking is allowed in designated areas only. No vehicles may be driven in the Park at any time.
12. \_\_\_\_ All rental groups are subject to approval by staff.
13. \_\_\_\_ Additional staffing fees may apply at \$25 per hour, per additional staff member.
14. \_\_\_\_ 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.

### **Camp Eucalyptus Reservation Rules & Regulations**

15. \_\_\_\_ Camp Eucalyptus may be reserved by El Segundo Girl Scouts, youth groups, or other organizations within the City limits of El Segundo. The camp will be available during operation hours.
16. \_\_\_\_ Groups or organizations are responsible for cleaning up the premises or a cleaning fee deduction will be made from the deposit.

#### *Equipment Needs*

*Tables and chairs will be provided based on the availability at the Clubhouse, Joslyn Center, and Teen Center.*

*Please note the total number of tables and chairs requested for your event in the space below.*

*Each party is responsible for the set-up and break-down of all tables and chairs.*

*TABLES* \_\_\_\_\_ *CHAIRS* \_\_\_\_\_