



**CITY OF MONROVIA  
DEPARTMENT OF COMMUNITY SERVICES  
FACILITY RULES AND REGULATIONS**

**626.256.8246**

119 West Palm Avenue, Monrovia CA 91016  
[www.cityofmonrovia.org](http://www.cityofmonrovia.org)

The Department of Community Services is open for rental inquires Monday through Thursday from 8 a.m. to 9 p.m. and Fridays from 8 a.m. to 5 p.m. All **indoor** facility rentals include tables and chairs; additional equipment may be available for rent or be brought in during the reservation time. **All persons must be 18 years of age when signing an application/permit. Please read and initial on the following rules, and regulations.**

**A. APPLICATIONS**

- \_\_\_\_\_ 1. All applications are accepted on a first-come, first serve basis on official forms provided by the Department of Community Services.
- \_\_\_\_\_ 2. Applications are not confirmed until approval by the Director of Community Services.
- \_\_\_\_\_ 3. Reservation times requested on the application must include the entire time needed to set-up, decorate, and clean up after the event.
- \_\_\_\_\_ 4. The applicant/event contact person in charge for the rental group must be the first to arrive and last to leave the event, must follow all instructions issued by City employees on duty, and the only person to request changes to the application.
- \_\_\_\_\_ 5. A deposit of 50% of the rental cost will be required at the time the room reservation is made. The balance of the rental charge must be paid thirty days before the activity is scheduled, or may result in the cancellation of the contract.
- \_\_\_\_\_ 6. Rentals may be approved less than thirty days in advance; however, the total rental fees are due, in full, in cash or credit card.
- \_\_\_\_\_ 7. The City Manager shall have the authority to cancel or postpone use of a facility if such action is deemed necessary by the City. Whenever possible, a twenty-four hour notice will be given to the Applicant.
- \_\_\_\_\_ 8. All reservation requests made by Monrovia school groups, organizations or clubs must be approved by the Superintendent prior to being finalized.

**B. CANCELLATION AND CHANGES**

- \_\_\_\_\_ 1. Cancellations or changes to the application must be submitted in writing from the applicant.
- \_\_\_\_\_ 2. Reservation cancellation charges are processed as follows:
  - a. A cancellation made sixty-one days or more before the rental date will result in City's retention of 50% of the security deposit rental fee.
  - b. A cancellation made thirty-one to sixty days before the rental date will result in City's retention of 50% of the required room rental fee.
  - c. A cancellation made thirty days before the rental date will result in the City's retention of the full amount of the room rental.
- \_\_\_\_\_ 3. Refunds are not available for early departure from a scheduled event.
- \_\_\_\_\_ 4. Cancellation refunds will be processed within forty-eight (48) hours upon submission of the written cancellation. Please allow four to six weeks for the Finance Department to process and mail.

**C. INSURANCE**

- \_\_\_\_\_ 1. Based on the type of event, Applicant must provide liability insurance and provide a copy of the Certificate of Insurance with the City of Monrovia as additionally insured within 30 days of the reservation date.

- \_\_\_\_\_ 2. Liability insurance coverage in the amount of \$1,000,000 per occurrence is required for all events consisting of 100 or more people.

**D. GENERAL FACILITY REGULATIONS**

- \_\_\_\_\_ 1. Rental fees for Kay Dalton, East and West Rooms are based on a six-hour block of time. Any extra hours will be calculated at the hourly rate and must run consecutively with the six-hour block of time. Rental fees for Monroe, Multi-Purpose, Senior Game, Iris, Dance, and Craft rooms are booked in one-hour increments (with a two hour minimum).
- \_\_\_\_\_ 2. The Applicant permitted to utilize the \_\_\_\_\_ room shall accept FULL responsibility for:
  - a. Breakage or damage to equipment or facilities.
  - b. The conduct of those in the group using the facility.
  - c. Leaving the facility in a clean and orderly condition.

**NOTE: Non-compliance may result in the retention of the security deposit and possible additional restitution.**

- \_\_\_\_\_ 3. All guests of the facility will treat this location and neighbors with courtesy and must obey the following:
  - a. Trespassing onto neighbors' properties is prohibited.
  - b. Guests will keep all noise levels as low as possible when arriving and leaving the facility.
  - c. Guests may not loiter in the parking lot or Library Park.

**NOTE: Any violation of the above will result in loss of security deposit.**

- \_\_\_\_\_ 4. All groups must leave the facility in a clean and orderly fashion. Closing hours are:
  - 1. 12 Midnight on Fridays and Saturdays (NO EXCEPTIONS)
  - 2. 10 P.M. on Sundays
  - 3. 9 P.M. Monday through Thursday.
- \_\_\_\_\_ 5. The City of Monrovia reserves the right to request licensed security officers for security purposes per the discretion of the Director of Community Services (or designee). The guard to guest ratio is as follows:

<u>With Alcohol</u>	<u>Without Alcohol</u>
1- 99 guests = 2 guards	1 - 99 guests = 1guards
100 - 199 guests = 3 guards	100 - 199 = 2 guards
200 - 250 guests = 4 guards	200 - 250 = 3 guards

- \_\_\_\_\_ 6. LIGHTED CANDLES or FOG MACHINES are not permitted.
- \_\_\_\_\_ 7. No beverage or ice filled containers may be placed on the hard wood floors.
- \_\_\_\_\_ 8. The rental group must follow all instructions issued by City employees on duty.
- \_\_\_\_\_ 9. The Department of Community Services, Police and Fire Departments, reserve the right of full access to all activities, at any time, in order to insure that all rules, regulations, and City and/or State laws are being observed.
- \_\_\_\_\_ 10. All youth events must be chaperoned by an adult, the ratio being one adult per fifteen youths.
- \_\_\_\_\_ 11. The serving of red wines and/or red-based punches is prohibited.

**E. ALCOHOL USE**

- \_\_\_\_\_ 1. Applicant must designate a specific location and serving attendant/bartender during the course of the event where alcohol is served. Alcohol may only be served from this location and the person must be stationed at the bar the entire event time. Attendant/Bartender may not consume alcoholic beverages while serving.
- \_\_\_\_\_ 2. No person under 21 years of age may possess, consume, or be served alcoholic beverages in accordance with State law and the regulations of the Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests for facility use. If violation occurs bar will be shut down and security deposit will be forfeited. *BP Code#25662*
- \_\_\_\_\_ 3. No additional alcohol may be brought into the facility once the event has started.

- \_\_\_\_\_ 4. Applicants SELLING alcohol must do so through a licensed caterer or bartender with a valid Alcohol Beverage Control permit. Permits must be obtained through the State of California Alcohol Beverage Control located at 222 E. Huntington Dr. Monrovia, CA 91016, and provide copy of permit to Staff with at least thirty days in advance.
- \_\_\_\_\_ 5. The distribution or selling of alcohol must end one hour prior to the cleanup.  
\_\_\_\_\_ : \_\_\_\_\_ a.m. / p.m.
- \_\_\_\_\_ 6. No alcoholic beverages are allowed in City Parks. *MCC Code #9.12.020*
- \_\_\_\_\_ 7. It is the Applicant's responsibility to share this information with serving attendants, bartenders, catering companies and other responsible parties.

#### **F. SMOKING**

- \_\_\_\_\_ 1. The Monrovia Community Center, Monrovia Historical Museum, and Public Library are NON SMOKING FACILITIES. Groups who are NOT in compliance with the NO SMOKING ordinance are subject to loss of the security deposit and future rental privileges may be revoked. *MCC Code # 8.28.010*

#### **G. SET – UP / CLEAN UP**

- \_\_\_\_\_ 1. Groups MAY NOT decorate the facility prior to the hours outlined in their application. No nails, tacks, candles, or other materials considered harmful to the building will be permitted. No birdseed, confetti, rice, etc. can be used in or adjacent to City Facilities.
- \_\_\_\_\_ 2. If applicant chooses to rent equipment (tables, chairs, etc.) site Staff are not responsible for set-up or tear down of rented equipment.
- \_\_\_\_\_ 3. Articles may not be left unattended at the facility. Articles left may be subject to disposal at the rental group's expense. The City of Monrovia and the Department of Community Services is not responsible for lost or stolen items.
- \_\_\_\_\_ 4. The user MAY NOT store any equipment in the facility prior to or after the approved period of use. Any equipment left in the facility will be subject to disposal.
- \_\_\_\_\_ 5. Music must stop and lights must be turned on one hour prior to departure time to allow for cleanup. Clean up time \_\_\_\_\_ : \_\_\_\_\_ a.m. / p.m.
- \_\_\_\_\_ 6. The applicant is responsible for basic cleaning which consists of but not limited to:
  - a. Pick up all trash from tabletops and floor.
  - b. Remove all decorative materials displayed in room and on tables.
  - c. Empty trash containers into bins outside facilities.
  - d. To ensure all duties have been completed, the designated person in charge must complete the Cleaning Checklist with Staff on duty. If group refuses to comply with these responsibilities, the security deposit will be retained.

#### **H. MONROVIA HISTORICAL MUSEUM**

- \_\_\_\_\_ 1. Rental fees for the Historical Museum are based on:
  - 1. Ceremony with Reception: 10 hour block of time (including the one hour rehearsal the night before)
  - 2. Reception only: 8 hour block of time
  - 3. Ceremony only: 5 hour block of time
- \_\_\_\_\_ 2. Meal services, and/or smoking are not permitted inside of the Museum lobby, restrooms and/ or bridal room. Damage (security) deposit may be forfeited.
- \_\_\_\_\_ 3. All guests of the facility will treat this location and the neighbors with courtesy including:
  - 1. No trespassing onto neighbors' properties and or the Boys and Girls Club and YMCA facilities.
  - 2. Guests will keep all noise levels as low as possible when arriving and leaving the Historical Museum.
  - 3. Guests may not loiter in the park, parking lots and/ or streets.
  - 4. Any violation will result in loss of damage/security deposit.
- \_\_\_\_\_ 4. Rental equipment may be dropped off one day prior to the rental date. All other rentals must have equipment dropped off on the day of the event. Please note, the equipment will be left unattended in the court yard area of the facility. The drop off time (with a one hour window) must be

