



City of Monrovia, Department of Community Services
 119 West Palm Avenue, Monrovia, California 91016 (626) 256-8246
APPLICATION AND AGREEMENT FOR USE OF CITY FACILITIES

Name of Applicant: _____ Organization: _____

Address: _____ City/Zip: _____

Phone: _____ Other Phone: _____ E-mail: _____

Deposit/Refund made payable to: _____ Address: _____

Designated person in charge: _____ Phone: _____ / _____

FACILITY REQUESTED: _____ Event Start Time: _____ a.m. / p.m. Event End Time: _____ a.m. / p.m.

Month _____ Day(s) _____ Year _____ Set-up Time _____ To _____ Clean-up time _____

Name to be posted on Marquee (Community Center Only): _____

Type of activity (Meeting, Dance, Reception, Special Event, Other): _____

Estimated attendance: Adults _____ Youth (under 18): _____

How did you learn about Monrovia Facilities? : _____

1. Will there be admission, donations, or advertisements to the general public? Yes No 2. Will alcoholic beverages be served? Yes No
 3. Acknowledge receipt and understanding of the rental rules and regulations? Yes No 4. Will alcohol be sold? Yes No

- Note:**
- A. The Fire Chief, City Manager, or Community Services Director may close parks and/or cancel park rental with little or no notice in the event of emergency including but not limited to hazardous weather conditions, fire hazards and fire in the area. Monrovia Municipal Code #12.32.070
 - B. If alcohol is sold, the applicant will be required to provide an ABC License, *Special Daily Beer/Wine License Form ABC-221*
 - C. Alcoholic beverages are not allowed at park facilities. Monrovia Municipal Code # 9.12.020
 - D. Submission of the form does not guarantee the applicant the facility until the form is approved by the Director of Community Services and/or their designee
 - E. When special permits are required, application is not valid until all permits are approved

Applicant Statement

I hereby certify that I have read and will abide by the rules and regulations set forth by the Community Services Department. In signing this application, I hereby agree that I, and the organization I represent, shall indemnify and hold harmless the City of Monrovia and all of its agents and employees free and harmless from any claim, liability, or damage which may arise from the use of City facilities or equipment, whether or not the City of Monrovia, its agents or employees are jointly negligent.

I further agree to promptly reimburse the City of Monrovia for any clean up, loss, or damage to City property resulting from this use. I further state that, to the best of my knowledge, the City property for use of which this application is hereby made, will not be used for the commission of any act intended to further any unlawful activity, or any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States or the State of California by force, violence, or any other unlawful means.

Applicant's signature: _____ Date: _____

----- **For City Use Only** -----

Date Application Received: _____ Permit # _____ Date Distributed: _____

TYPE OF USER GROUP: Priority I ____ Priority II ____ Priority III ____ Tax ID Number / Business License Number: _____

| | | |
|--------------------------|-----------------|--|
| Facility Fee (1) | \$ _____ | = _____ Staff @ \$ _____ per hour x _____ hours |
| Facility Fee (2) | \$ _____ | |
| Event Staff Recovery Fee | \$ _____ | = _____ Guard(s) @ \$ _____ per hour x _____ hours |
| Additional Hours | \$ _____ | |
| Security Guard(s) | \$ _____ | |
| Kitchen | \$ _____ | |
| Cleaning Fee | \$ _____ | Payment 1: _____ Balance: _____ Receipt #: _____ |
| Electricity/Other | \$ _____ | Payment 2: _____ Balance: _____ Receipt #: _____ |
| Security Deposit | \$ _____ | |
| Total Amount Due | \$ _____ | |

Submit Payment to:
 Monrovia Community Center
 119 W. Palm Ave.
 Monrovia, CA 91016

Approval _____

Date _____