



City of San Gabriel
Community Services Department

APPLICATION FOR USE OF RECREATION AND ADULT CENTER

Date of Application: _____

Responsible Party: _____

Name of Organization: _____

Address: _____ / _____ / _____
(Street) (City) (Zip)

Home Phone Number: _____ Work Number: _____ Cell Number: _____

Request _____ Grapevine Room _____ Padillo Room _____ Kitchen _____ Recreation Center:
Use Of: _____ Grapevine Park _____ Tent Area _____ Lounge _____ North Room
_____ Dance Room

Purpose of Rental: _____

Date/Dates of Facility Use: _____

Hours of Use (including set-up): _____ to _____ Anticipated Attendance: _____

Equipment Needed: Chairs _____ Banquet Tables _____ Card Tables _____ P.A. System _____
Podium _____ Piano _____ Portable Bar _____ Coffee Pot _____ Screen _____
Other _____

I have read the Rules and Regulations pertaining to facility use and will be present and responsible for their enforcement. I certify that all the above statements are true and correct. I understand that any misstatement or omission of a material fact may be sufficient cause for cancellation of use of the building. I am aware that all fees are due and payable 30 days in advance of activities. I am aware that cash will not be accepted.

Signed: _____ Date: _____

*****FOR OFFICE USE ONLY*****

Date Received: _____ Application Approved: _____ Application Denied: _____

FEES: Facility Fee \$ _____
Supervisor Fee \$ _____
Other \$ _____
SUB-TOTAL: \$ _____
Application Deposit: \$ _____
(350 Required)
Security/Cleaning Deposit: \$ _____
(350 Required)
TOTAL: \$ _____
BALANCE DUE: \$ _____

Director of Community Services

Date

**City of San Gabriel
Community Services Department**

Public Facility Policies

General Conduct

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facilities:

1. Specific permission is required to use or occupy any room and/or office.
2. All persons or organizations using a facility must abide by all Municipal, State and Federal laws.
3. The following are regulated by State and Municipal Codes and will be strictly enforced:
 - Gambling is prohibited.
 - The dispensing and consumption of alcoholic beverages is prohibited. (Except Wine and Champagne)
 - The use or sale of dangerous restricted drugs is prohibited.
4. Smoking is not allowed inside city buildings or enclosed outdoor areas.
5. Smoking is prohibited, use of and disposal of tobacco products in public parks, trails, playgrounds, picnic areas, swimming pools and recreation centers in the City of San Gabriel, this includes all parking lots for, and sidewalks adjacent to, such facilities. SGMC Section 131.003
6. Unruly and disruptive behavior, such as shouting and profanity, is prohibited.
7. The possession of a weapon or other dangerous device will result in immediate removal of the possessor from the premises with possible arrest and prosecution.
8. Neither pets nor other animals are permitted on the premises except for Human Services Animals.

**Violation of any rule or regulation may result in the revocation
of facility use privileges for an individual or group.**

Adult Recreation Center and Grapevine Arbor

Policies and Guidelines

1. All applications for use of Recreation Facilities must be made by the principal party involved. The person who signs the application shall be responsible and agrees to accept financial liability for any loss or damage to the facilities or facility equipment resulting from use by the organization/party which they represent. The extent of the financial liability is the replacement or repair cost incurred by the City of San Gabriel. The applicant will also assume responsibility for the loss of any personal items by the organization/party and/or members thereof while using city facilities.
2. A Facility Supervisor shall have full charge of the building facilities at all times. Any moving or rearranging of equipment in the center shall be done only with the permission of and under the direction of the Supervisor.
3. All decorations must have the approval of the Supervisor in charge. No decorations may be attached to any painted surfaces.
4. The use of rice, birdseed, confetti or sparklers at wedding receptions/parties is strictly prohibited.
5. No lighted candles may be used inside facility.
6. Smoking is prohibited in and around the facility. SGMC Section 131.003
7. It shall be the responsibility of the organization/party using the facility to see that it is left in GOOD CONDITION as it was upon rental. The facility, including the kitchen, must be left in order; the floors, outdoor areas and equipment shall be clean and free of debris. Failure to observe this ruling shall be considered sufficient cause to cancel further meetings of the organization/party at this location, with the loss of Security/Cleaning Deposit.
8. The event including clean up must be completed by 12:00 a.m.
9. Music must cease by 10:00 p.m. while using the outside area. Any disturbance caused by the level of sound will result in termination of music.
10. If there is a performance at the Mission Playhouse outside music must cease by 8:00 pm.
11. No alcoholic beverage is permitted, with the exception of champagne or wine in the Adult Center/Grapevine Arbor.
12. Use of a smoke and/or fog machines are prohibited from the indoor rooms.
13. A non-refundable reservation deposit of \$350.00 is due at the time of submitting application. The deposit must be made by check or money order. The deposit will be credited to the total rental cost.
14. A refundable security/cleaning deposit of \$350.00 is due 30 days prior to the event. This deposit will be refunded till after the event to ensure that the facility is left in good condition, the deposit will be refunded within three weeks following the event date.

15. Payments must be made by check, money order or with a credit card. Cash will NOT be accepted.
16. Parking is permitted in the San Gabriel Mission Playhouse parking lot. However, if an Auditorium event is being held at the time of your activity, there will be a charge for parking.
17. All fees are due 30 days prior to the day of the event.
18. All prices are subject to change.
19. The Tent Area may only be used in the event that the Mission Playhouse is not having an event.
20. A resident may not rent a facility for a non-resident. In the case of wedding receptions, only the resident parents of the bride or groom or the resident bride or groom, may rent the facility at the resident rate.
21. The Facility Supervisor, who is present to assist you, also has the authority of a Peace Officer to ensure that all rules pertaining to the facilities are enforced.
22. Theft, damage or items missing from the facilities that are the property of the City of San Gabriel, shall be the responsibility of the applicant. Any such items are subject to replacement at cost, including administrative fees.
23. The City and its employees are not responsible for loss, stolen, or items left behind.
24. Recreation Center Capacity:

North Room: Assembly 107 people

Dance Room: Assembly 184 people

25. Adult Center Capacity:

Padillo Room: Dining 98 people
Assembly 218 people

Grapevine Room: Dining 87 people
Assembly 187 people

Grapevine Park: Dining 230 people
Assembly 350 people

Your cooperation in observing these rules and guidelines is expected and appreciated.